
TIGARD CITY COUNCIL
MEETING

November 12, 2002 6:30 p.m.

TIGARD CITY HALL
13125 SW HALL BLVD
TIGARD, OR 97223



PUBLIC NOTICE:

Anyone wishing to speak on an agenda item should sign on the appropriate sign-up sheet(s). If no sheet is available, ask to be recognized by the Mayor at the beginning of that agenda item. Visitor's Agenda items are asked to be two minutes or less. Longer matters can be set for a future Agenda by contacting either the Mayor or the City Manager.

Times noted are estimated; it is recommended that persons interested in testifying be present by 7:15 p.m. to sign in on the testimony sign-in sheet. Business agenda items can be heard in any order after 7:30 p.m.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

A G E N D A
TIGARD CITY COUNCIL MEETING
November 12, 2002

6:30 PM

- STUDY SESSION

- > UPDATE ON TIGARD LOCAL SERVICE TRANSIT ACTION PLAN

- EXECUTIVE SESSION: The Tigard City Council will go into Executive Session to discuss current and pending litigation under ORS 192.660(1h). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(3), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

7:30 PM

- 1. BUSINESS MEETING

- 1.1 Call to Order - City Council & Local Contract Review Board
 - 1.2 Roll Call
 - 1.3 Pledge of Allegiance
 - 1.4 Council Communications & Liaison Reports
 - 1.5 Call to Council and Staff for Non-Agenda Items

- 2. VISITOR'S AGENDA (Two Minutes or Less, Please)

- Tigard High School Student Envoy

- 3. CONSENT AGENDA: These items are considered to be routine and may be enacted in one motion without separate discussion. Anyone may request that an item be removed by motion for discussion and separate action. Motion to:

- 3.1 Approve Council Minutes for October 7 and 15, 2002
 - 3.2 Receive and File:
 - a. Council Calendar
 - b. Tentative Agenda
 - c. Council Goal Update

- 3.3 Adopt a Revision to the City Wide Personnel Policies Pertaining to Education and Travel and Travel Authorization and Reimbursement – Resolution No. 02 - _____
- 3.4 Appoint Tricia Bull to the Tree Board – Resolution No. 02 - _____
- 3.5 Transfer Appropriations within the Facility Fund to Pay for Space Planning Services for City Hall and the Old City Library and Amending the FY 2002-03 Capital Improvement Plan – Resolution No. 02-_____
- 3.6 Local Contract Review Board
 - a. Award an Architectural Services Proposal for City Facility Remodeling
- *Consent Agenda - Items Removed for Separate Discussion: Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Council has voted on those items which do not need discussion.*
- 4. BROADWAY ROSE PRESENTATION
 - a. Staff Introduction: Administration Staff
 - b. Presentation: Sharon Maroney
 - c. Council Discussion
- 5. UPDATE ON THE NEW TIGARD LIBRARY
 - a. Staff Report: Library Staff
 - b. Council Discussion
- 6. COMMUNITY DEVELOPMENT DEPARTMENT OVERVIEW
 - a. Staff Report: Community Development Staff
 - b. Council Discussion
- 7. UPDATE ON THE INDONESIAN RESOURCE CITIES PROGRAM
 - a. Staff Report: Administration, Finance, and Public Works Staff
 - b. Council Discussion
- 8. DISCUSSION OF WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS) OPERATING LEVY ELECTION RESULTS

- a. Staff Report: Library Staff
 - b. Council Discussion
9. CONSIDER AN ORDINANCE TO AMEND SECTION 9 OF THE TIGARD MUNICIPAL CODE PERTAINING TO TREES ON CITY PROPERTY AND CONSIDER A RESOLUTION ADOPTING THE TIGARD TREE MANUAL
- a. Staff Report: Public Works Staff
 - b. Council Discussion
 - c. Council Consideration: Ordinance No. 02 - _____
Resolution No. 02 - _____
10. INFORMATIONAL PUBLIC HEARING – CONSIDER FINALIZING SANITARY SEWER REIMBURSEMENT DISTRICT NO. 21 (SW ERROL AND FONNER STREETS) BY ACCEPTING THE FINAL CITY ENGINEER’S REPORT
- a. Open Public Hearing
 - b. Staff Report: Engineering Staff
 - c. Public Testimony
 - d. Council Discussion
 - e. Staff Recommendation
 - f. Close Public Hearing
 - g. Council Consideration: Resolution No. 02 - _____
11. INFORMATIONAL PUBLIC HEARING - CONSIDER FINALIZING SANITARY SEWER REIMBURSEMENT DISTRICT NO. 22 (SW HOWARD STREET) BY ACCEPTING THE FINAL CITY ENGINEER’S REPORT
- a. Open Public Hearing
 - b. Staff Report: Engineering Staff
 - c. Public Testimony
 - d. Council Discussion
 - e. Staff Recommendation
 - f. Close Public Hearing
 - g. Council Consideration: Resolution No. 02 - _____
12. COUNCIL LIAISON REPORTS
13. NON AGENDA ITEMS

14. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(3), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

15. ADJOURNMENT

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CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Update on Tigard Local Service Transit Action Plan

PREPARED BY: Julia Hajduk DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Review staff work completed to date and provide comments/feedback on the priority weighting and the program elements.

STAFF RECOMMENDATION

N/A

INFORMATION SUMMARY

The City Council has stated one of its goals is to work with Tri-Met to develop intra-city bus service and Park-and-Ride locations within the City of Tigard. Staff has developed an action plan which will serve as a communication tool in discussions with Tri-Met, Metro and neighboring jurisdictions regarding local service in Tigard. In March, 2002 Council received an update on the action plan and was asked to provide input on priorities. The priorities Council felt needed to be considered most were service to low-income, senior and youth populations. After that meeting, the program continued to be developed while we were waiting for the low-income census data to become available in September. Once the data was released, the priorities were finalized and the program and implementation strategy draft was completed.

The local service transit action plan will serve as a communication tool and will serve as a “to-do” list for Tigard and Tri-met to work together to increase ridership on existing services and to prepare for future ridership opportunities. It is one piece of the whole transit picture which includes commuter rail, frequent bus corridors (line 12 and 76), and regional service in the Washington Square Regional Center.

Attachment 1 is the draft Local Service Action Plan with the priorities developed and the proposed program and implementation strategy based on the priorities developed. The priorities were obtained by quantifying Council’s priorities and providing more points to geographic areas that served Council’s priority populations. Appendix A provides the detailed analysis of each route reviewed. Appendix B provides the points assigned and an explanation of how the points for a given category were divided.

At the November 12, 2002 study session, staff will review the criteria and weighting that was developed and briefly review the program elements that are proposed in the action plan program. The following input is requested from Council at the November 12, 2002 study session meeting:

- Does the priority weighting assigned reflect Council’s intent?
- Is Council generally comfortable with the program elements to address Council’s goal?
- Does Council have comments or suggestions to add to the local service action plan?

Staff will ask Council to adopt the transit action plan at the December 10, 2002 business meeting.

OTHER ALTERNATIVES CONSIDERED

Not applicable

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Transportation and Traffic Goal #1, Identify alternate transportation modes, encourage uses of alternate modes and encourage development of alternate modes.

ATTACHMENT LIST

Attachment 1: Draft Local Service Transit Action Plan
Appendix A: Tigard's Transportation Service Needs by Geographic Area – detailed matrix
Appendix B: Tigard Transit Service Needs Criteria Evaluation and Prioritization

FISCAL NOTES

Not applicable

CITY OF TIGARD LOCAL SERVICE TRANSIT ACTION PLAN

October 2002
(Draft)

Prepared by the City of Tigard Long Range Planning Department

Jim Hendryx, Community Development Director
Barbara Sheilds, Long Range Planning Manager
Julia Hajduk, Associate Planner – Project manager
Joel Groves, GIS Specialist

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Executive Summary

Goal

Council's 2002 goals include "working with Tri-Met to develop intra-city bus service and park and ride lots." In order to accomplish this goal, it was necessary to identify specific geographic areas and service needs to communicate to Tri-Met. It was also important to inventory existing conditions and services to determine the true needs for increased transit service in the areas identified. This document is an action plan for local service that will aid in the implementation of Council's goal.

To address Council's goal and to help implement portions of the transit section of the Transportation System Plan (TSP), the City has evaluated several key routes to develop an inventory, program and recommendations. The areas reviewed are:

1. Durham Road – 99W to Hall Blvd
2. Gaarde Street– 99W to Barrows Road
3. McDonald Street– 99W to Hall Blvd
4. 72nd Avenue – Hunziker Street to the Tualatin Transit Center
5. Bonita Road – Hall Blvd to 72nd Avenue
6. 72nd Avenue - 99W to Hunziker Street
7. Bull Mountain Road– 99W to Barrows Road
8. Durham Road – Hall Blvd to Tualatin Transit Center

Context with other plans

This local service action plan has been developed with consideration to the Transportation System Plan recommendations and Tri-Met's Transit Investment Plan.

TSP

Most of the areas reviewed in this action plan, with the exception of Bull Mountain Road, are also identified in the TSP. By adopting the TSP in January 2002, Council acknowledged it accepts the regional importance of transit access within the Washington Square Regional Center, commuter rail stations and along the 99W transit corridor. Council remains concerned, however, that the lack of internal transit service within Tigard will result in Tigard residents not having access to life need resources, as well as the existing regional transit routes. Council has expressed specific concern for certain priority population groups including:

- Low income
- Senior
- Youth

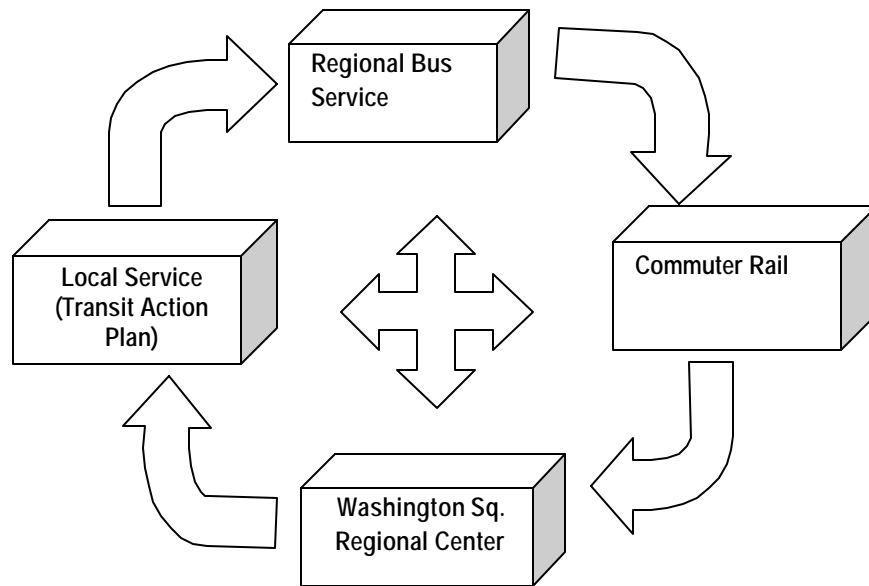
This action plan is consistent with the recommendations of the transit section of the TSP as it aims to address the issue of local service. It should be noted, however, that this action plan does not fully address the transit section of the TSP which includes recommendations for regional bus, commuter rail, Washington Square transit

improvements, etc. Figure 1, below, illustrates how the local service action plan fits into the larger transit picture.

Tri-Met TIP

Tri-Met has recently adopted a Transit Investment Plan (TIP) which serves as a tool for focusing funds in ways that meet the land use and transportation goals outlined in the Regional Transportation Plan (RTP). Much of the programs identified in the TIP are regional in nature such as commuter rail or frequent bus corridors. In addition to the regional programs, Tri-Met has identified several “focus areas” which will focus planning efforts looking at local service. The Tigard area has been identified as one of these five

Figure 1



areas. They will be

working with the City of Tigard to develop a long term program to address transit needs. This document is intended to be a communication tool for one piece of the larger transit puzzle. Figure 1 shows how this document fits into the “big picture” discussions that are anticipated to take place with Tri-Met in the near future.

Action Plan Overview

Council's desire is fixed route transit service along the identified routes, which would provide internal transit circulation to the priority population groups. It is recognized, however, that this may not be met immediately due to funding deficiencies, regional transit needs and lack of population numbers to support the transit system. This action plan identifies ways to serve Council's target population needs while also identifying infrastructure improvements that the City can complete in preparation for fixed-route service. This plan is divided into 4 general sections:

Existing Conditions – This section inventories the existing programs and services in order to develop a plan of action to increase local transit service. It is necessary to complete this step to identify what improvements and enhancements can be made in the program development and to determine the real needs of an area. For example,

we have identified that Gaarde Street and Bonita Road both have high low-income populations and Durham Road and Gaarde Street have high senior populations. Knowing this, we look at existing services, such as job access shuttles for low income and lift programs for the senior and disabled populations, which can provide more access to these population groups. The inventory of existing conditions also identifies infrastructure needs so that we can identify where capital improvements should be located to support transit. Sidewalks are deficient along both portions of 72nd Avenue, McDonald Street and Bull Mountain Road but are fully in place along Bonita Road and Durham Road between Hall Blvd and 99W. All of the routes are very different in terms of need and opportunity and this is taken into account when developing the program.

Council Prioritization – Given that there are 8 areas being considered and varying needs and opportunities for each area, it was necessary to prioritize the areas in order to develop a program. Criteria were developed and points assigned with emphasis placed on Council’s priority populations. By assigning point values to the criteria developed, a clear prioritization emerged. The factors that were evaluated and weighted are: total population, minority population, youth, senior, low-income, proximity to employment support, food and health, social programs and jobs, existing infra-structure, existing fixed route transit opportunities and whether the route is identified in the TSP.

The two areas to emerged with the highest number of points are Durham Road from 99W to Hall Blvd. and Gaarde Street between 99W and Barrows Road. The area with the lowest points was Durham Road from Hall Blvd. to the Tualatin Transit Center.

Program – After inventorying the existing services, needs and opportunities, and prioritizing the geographic areas being considered, a clear program begins to develop. The program elements can be divided into three general categories:

- Increase ridership on existing services,
- Provide infrastructure improvements to support new service, and
- Increase service hours and/or provide new service

Because each route is unique due to the varying needs and priority ranking, there is no one action that must take place before all other actions. Each route has its own elements which will help address Council’s goal.

Overall, there are quite a few existing services which are not being utilized to their full potential. A key piece of the program and strategy is to increase ridership on existing lines and services. Elements identified to do this include: publicizing existing programs and working with the Tri-Met marketing department and Westside Transportation Alliance (WTA) to target employers for Transportation Demand Management (TDM). There are also recommendations to apply for grant funds for pedestrian improvements along Gaarde Street, McDonald Street, and 72nd Avenue

and to include projects in the CIP to provide for infrastructure needs that will support new or existing transit service. A complete list of the program elements can be found on pages 16 through 18 of this action plan. The program is located in the table on pages 19 and 20.

Recommendations for Program Elements – The plan provides a recommended implementation strategy for achieving the general program tasks. This section takes the program section one step further by identifying involved parties, specific steps needed to complete the task and the anticipated completion date. The implementation strategy provides timeframes for near (now) and short (1-5 years) term actions. Medium term (5-10 years) and long term (more than 10 years) actions are identified, but due to the timeframe, implementation strategies are not identified at this time. Because Bull Mountain Road and Durham Road from Hall Blvd. to the Tualatin Transit Center are the lowest priority areas in this review, there are no identified tasks in this section because there are no near or short term tasks identified for either area. As the document is updated in the future, tasks will be incorporated for these areas. It is anticipated, that due to the changing nature of the funding, regional transit priorities and development, this plan will need to be updated every 2 years:

The technical appendix is included at the end of this action plan and includes the census tract data, priority ranking data and supporting documentation.

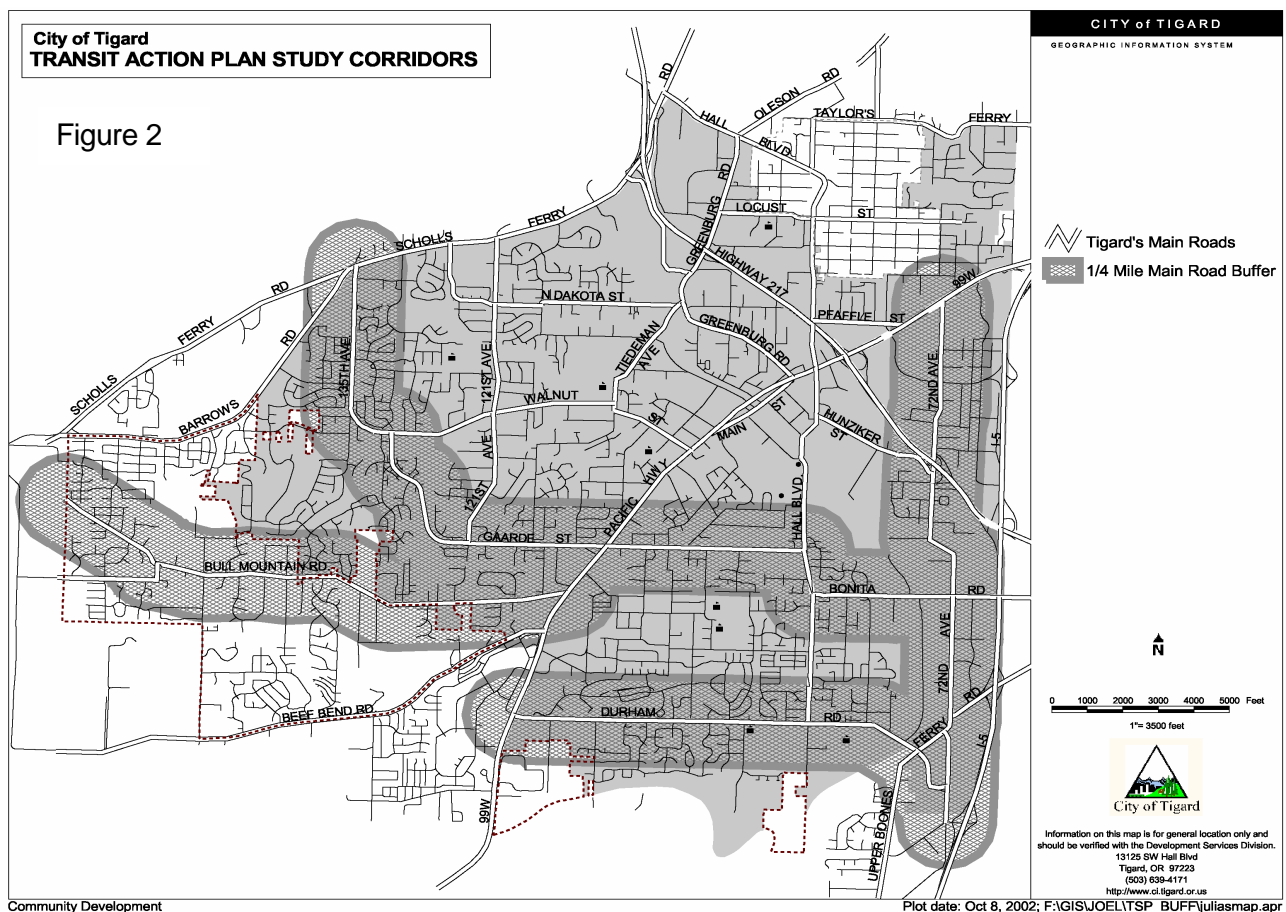
II. Background/Introduction

In the past and within Council's 2002 goals, Council has expressed a concern about the lack of adequate internal transit opportunities in Tigard with particular emphasis on certain target population groups including:

- Low income
- Senior
- Youth

Council, Tri-met board members and staff met in May 2001 to discuss Tigard's issues and concerns regarding the lack of intra-city transit service in Tigard. At that time, it was identified that more specificity was needed from the Tigard Council regarding needs and priorities in order for Tri-Met to respond. Since that time, Council has met with staff on several occasions to identify specific target populations and life need resources and to identify priorities among the criteria developed to evaluate the eight geographic areas. Staff has communicated with Tri-Met staff members regarding the action plan scope and this document reflects these conversations.

To address Council's goal and to work towards implementing portions of the transit section of the TSP, the City began evaluating several key routes to develop an inventory, program and recommendations. The sections studied for program



development are based on Council goals and target populations. Figure 2 is a map identifying the areas studied and a ¼ mile buffer from the routes. The areas included in the study are:

- Bonita Road between Hall Blvd and 72nd Avenue
- Durham Road between 99W and Hall Blvd
- Durham Road between Hall Blvd and the Tualatin Transit Center
- McDonald Street between 99W and Hall Blvd
- Gaarde Street between 99W and Barrows Road
- 72nd Avenue between 99W and Hampton Street
- 72nd Avenue between Hampton Street and the Tualatin Transit Center
- Bull Mountain Road between 99W and Barrows Road

This local service action plan identifies ways to serve Council's target population needs while also identifying infrastructure improvements that the City can complete in preparation for fixed-route service. It is the intent to use this document, the TSP and the City's efforts in preparing for more transit service in discussions with Tri-Met as they continue to "grow their transit system" through their Transit Investment Plan.

III. Existing Conditions

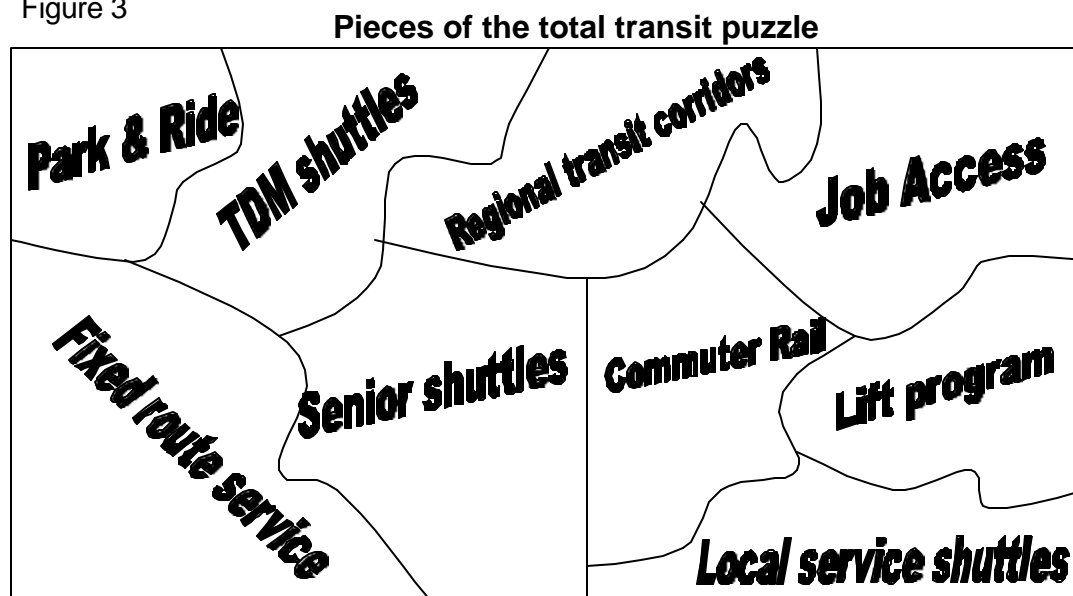
In order to develop a plan of action to increase local transit service, it is first necessary to identify what the existing conditions are in order to identify what improvements and enhancements can be made. There are 2 aspects for consideration in this section.

1. Existing transit opportunities and
2. Inventory of the study areas' infrastructure and service needs

Existing Transit Opportunities

A total transit system is made up of many pieces. While not all areas and populations are served by fixed route transit service, there are opportunities for access to transit by several additional programs of which many people are unaware. Figure 3, below, illustrates some of the many transit opportunities that are or will be available to Tigard residents that make up the total transit picture.

Figure 3



In the development of the action plan program, we will look at using all of these pieces to develop and/or enhance the existing transit service while working towards increased fixed route services for the target populations and routes. The programs emphasized depend on the route and its unique characteristics. For example, 72nd Avenue has a high employee population but a relatively low residential population, so program elements would need to focus on employer based TDM programs, Job Access, etc. An area with a high low-income population, such as Gaarde, will include elements to increase awareness of programs geared for low income populations. The following is a brief summary of the existing transit opportunities that serve Tigard:

Fixed Route

Who is served: There are 10 lines serving portions of Tigard that are fixed route. Fixed route transit provides transit access along a specific route at specific times to anyone wishing to ride.

Frequency: May be as frequent as every 15 minutes all day everyday or as infrequent as every 30 minutes-an hour during peak periods.

Operated by: Tri-Met

Jobs Access

Who is served: This program is a federally funded grant program that connects low-income people and those receiving Temporary Assistance to Needy Families (TANF) with employment areas and related support services.

Frequency: The service is on demand during the hours of 6AM-8PM Monday-Friday. Access is provided only to points within Tigard, however this could include access to a transit center which provides service regionally.

Operated by: Ride-Connection, a private non-profit agency.

The demand for this service has been fairly low, however ridership has increased slightly in the past 3 months. The cost of providing this service is high and Ride-Connection has indicated an interest in working with Tri-Met to look at route or service options to make the service more effective. Increased efforts must be made to improve usage of this service or the area risks losing the service and the opportunity to prove to Tri-Met that there are ridership needs for low-income populations.

Lift Program

Who is served: Provides door-to-door para-transit service to people who are unable to use fixed route services because of disability, or who are unable to navigate the fixed route system independently.

Frequency: Operates within and $\frac{3}{4}$ of a mile beyond Tri-met's service boundaries during the same hours as Tri-met's bus and MAX services. It is on-demand based.

Operated by: The Lift program is operated by Tri-Met.

Dial-a-Ride

Who is served: Countywide service to seniors and people with disabilities

Frequency: The service is door-to-door, on demand

Operated by: The American Red Cross

Ride Connection Community Shuttle

Who is served: Provides a limited fixed route shuttle for the King City area and door-to-door service for seniors and people with disabilities in King City, Summerfield, Royal Mobile Villas, Woodspring Apartments and Eldorado Mobile Villas by calling the Ride Connection dispatch by 2:30 PM the day before.

Frequency: The fixed route shuttle runs from 9:00 AM to 4:30 PM. The door-to-door service runs from 10:00 AM to 2:30 PM for all areas except King City. King City residents may be able to get door-to-door service along the shuttle route during shuttle service hours. Destinations for the shuttle are: King City Plaza, King City Town Hall (Library and Pool), swimming pool at Crown Center, Tri-Met stops on 99W, Safeway and adjacent stores and Albertson's and adjacent stores.

Operated by: Contracted by Tri-Met and operated by Ride Connection

Transportation Demand Management (TDM) Programs

An additional resource and method of addressing transit needs is through Transportation Demand Management programs. In the areas being studied, there are approximately 21 businesses with 50 or more employees currently using some form of TDM strategy. TDM strategies in use include: carpool match, vanpool programs, passport program (pass subsidies), emergency ride home services, encouraging biking and walking, employee shuttles, etc. None of the employers provide shuttles to/from transit centers. It may be possible for Tri-Met and/or Westside Transportation Alliance (WTA) to target employers in the 72nd Avenue area for increased participation in TDM programs and partnering for employee shuttle services.

Inventory of the study areas' infrastructure and service needs

Each of the 8 geographic areas reviewed are unique. Before a program could be developed to provide increased transit service, it was first necessary to inventory each of the routes to determine the population characteristics, existing fixed route transit opportunities in proximity and the infra-structure needs.

Gaarde Street has the highest general population, as well as the highest percentage of low income and youth population. The highest percentage of senior population is found along Durham Road between 99W and Hall Blvd.

Of the 8 routes reviewed, only 3 have existing fixed routes or are within ¼ mile of a fixed route. Of the areas with fixed route bus service, none of them provide service more often than every 30 minutes and only the line serving Durham Road between the Tualatin Transit Center and Hall Blvd and the line serving 72nd Avenue between 99W and Hampton Street serve a significant portion of Tigard via the transit center and Washington Square.

Most of the routes had inadequate right-of-way for bus turn-outs. Lack of sidewalks is the greatest capital improvement need along McDonald Street, 72nd Avenue (both

segments) and Bull Mountain Road. Bonita Road, the full length of Durham Road and Gaarde Street have significant infra-structure in place at this time to support transit service. Additional infra-structure issues is lack of right-of-way for amenities at transit stops (key intersections) and lighting.

Appendix A provides a detailed matrix of the inventory summarized in this section. The information from the inventory was utilized to develop a priority ranking of the areas which was then used to develop the action plan program. Below is a summary of the inventory findings for each geographic area:

Bonita Road

Population

This route has a residential population of approximately 2,018 people within ¼ mile of the potential route. There are approximately 123 people identified by the Census Bureau as low income, 28% are under the age of 19 and 4% are over the age of 65. There are 16 business with addresses off Bonita with 291 employees total.

Existing fixed route transit

There is access to transit at the Hall/Bonita (line 76) intersection and at the 72nd/Bonita (line 38) intersection, however the distance between these intersections is approximately 2.4 miles. Line 38 only provides service every 30 minutes during peak times and line 76 provides service every 30 minutes. In addition, bus line 38 (serves the 72nd/Bonita intersection) only provides access to a small portion of Tigard and then goes into Lake Oswego on its way into downtown Portland.

Infrastructure

There are sidewalks along both sides of Bonita Road from Hall Blvd. to 72nd Avenue. There appears to be adequate lighting. Transit amenities could be placed in easements behind the sidewalks. There is inadequate right-of-way for bus turn outs at major intersection locations.

Durham Road from 99W – Hall Blvd.

Population

This route has a residential population of approximately 5,034 within ¼ mile of the road. There are approximately 118 people identified by the Census Bureau as low income, 22% are under the age of 19 and 30% are over the age of 65. There are approximately 70 businesses within the vicinity with a total employee population of 456 people. There is also the high school which includes an additional 1,944 students and 90 employees.

Existing fixed route transit

There is access to transit at the Hall/Durham (line 76) intersection and at the 99/Durham (line 12) intersection. The distance between these two intersections is approximately 6.4 miles.

Infrastructure

There are sidewalks along both sides of Durham Road between 99W and Hall Blvd. There is adequate right-of-way for turnouts and amenities except at the intersection with Hall and 99W. There appears to be adequate lighting.

Durham Road from Hall Blvd – Tualatin Transit Center

Population

This route has a residential population of approximately 742 within ¼ mile of the road. There are no people identified by the Census Bureau as low income, 30% are under the age of 19 and 3% are over the age of 65. There are approximately 89 businesses within the vicinity with a total employee population of 1,059 people.

Existing fixed route transit

There is transit along this route via bus line 76 which provides service between Meridian Park Hospital and the Beaverton Transit Center. Service runs every 30 minutes for most of the day.

Infrastructure

There are sidewalks along both sides of the road between Hall and 72nd. From 72nd to the Tualatin Transit Center, there are sidewalks along only 1 side of the road.

There are no shelters at any of the existing transit stops and there are several locations where that may make sense. Because this is an existing route, the needs are different than roads with no service. Along this road, there is a need for sidewalks along both sides of the street and additional shelters and/or other transit stop amenities. There appears to be adequate lighting.

McDonald Street from 99W – Hall Blvd.

Population

This route has a residential population of approximately 3,049 within ¼ mile of the road. There are approximately 64 people identified by the Census Bureau as low income, 26% are under the age of 19 and 11% are over the age of 65. Because the land use adjacent to the route is residential, there are no significant businesses or employee populations along this route. There, of course, are some businesses at the intersection of Highway 99W, however, this population was not counted because it is primarily served by transit service along Highway 99W.

Existing fixed route transit

There is access to transit at the McDonald/99W (line 12) intersection and the McDonald/Hall (line 76) intersection. The distance between these two intersections is approximately 4.3 miles. There is the potential for a fixed route bus route along this street to be combined with a fixed route bus route serving Gaarde Street, however, each segment was evaluated separately in order to identify any unique characteristics, opportunities or needs.

Infrastructure

There are limited sidewalks along this street between 97th Street to 100th Street and none between 100th Street and 99W. There is inadequate right-of-way for bus turn outs or transit amenities at major intersection locations. Shelters and benches could be located in easements along the route. There appears to be adequate lighting.

Gaarde Street from 99W – Barrows Road

Population

This route has a residential population of approximately 7,229 within ¼ mile of the road. There are approximately 382 people identified by the Census Bureau as low income, 32% are under the age of 19 and 6% are over the age of 65. Because the land use adjacent to the route is residential, there are no significant businesses or employee populations along this route. There are, of course, some businesses at the intersection of Highway 99W, however, this population was not counted because it is primarily served by transit service along Highway 99W.

Existing fixed route transit

There is access to transit at the Gaarde/99W (line 12) intersection. There is the potential for a fixed route bus route along this street to be combined with a fixed route bus route serving McDonald, however, each segment was evaluated separately in order to identify any unique characteristics, opportunities or needs.

Infrastructure

There are sidewalks along both sides of this street for much of this route, however there are spotty locations where there are sidewalks on only one side or none at all. There is inadequate right-of-way for bus turn outs at major intersection locations. Shelters or benches could be placed in easements or on City property in some locations. There appears to be adequate lighting.

72nd Avenue from 99W – Hampton Street

Population

72nd Avenue between 99W and Hampton Street has a residential population of approximately 814 people within ¼ mile of the road. There are approximately 61 people identified by the Census Bureau as low income, 20% are under the age of 19 and 9% are over the age of 65. There are approximately 93 businesses within the vicinity with a total employee population of approximately 1,044 people.

Existing fixed route transit

There is existing transit service within ¼ mile via bus line 78 which provides service every 30 minutes along 68th Parkway. Line 78 runs between Beaverton and Lake Oswego and provides Tigard stops at the Washington Square Transit Center, Tigard Transit Center, Hunziker Street and 68th Parkway between Hunziker Street and Atlanta Street before going into Lake Oswego. Access to transit can also be obtained at the 99W/72nd intersection via bus line 12 which provides 15 minute service.

Infrastructure

There are no segments with sidewalks along both sides of the road. About half of the segment has sidewalks along one side of the road (99W to Dartmouth and Hermoso to Hampton). There is inadequate right-of-way for bus turn outs at major intersection locations. Shelters and other amenities could be incorporated into project reviews as development occurs. There appears to be adequate lighting.

72nd Avenue from Hunziker Street – Tualatin Transit Center

Population

72nd Avenue between Hunziker and the Tualatin Transit Center has a residential population of approximately 840 within ¼ mile of the road. There are approximately 89 people identified by the Census Bureau as low income, 26% are under the age of 19 and 5% are over the age of 65. There are approximately 387 businesses within the vicinity with a total employee population of 7,491 people.

Existing fixed route transit

There is existing transit service via bus line 38, however it only provides transit service every 30 minutes at peak times of the day. The line travels from the Tualatin park and ride to downtown Portland. The only location it travels through Tigard is along 72nd Avenue and travels north into Lake Oswego at Kruse way, however, it may provide some opportunity for Lake Oswego residents and Tualatin residents to travel to employers along 72nd Avenue in this location. Line 38 provides access to additional transit centers which, in-turn provides access to additional transit lines.

Infrastructure

There are sidewalks along at least one side of the road for most of this section, with occasional spots with sidewalks on both sides or none. There is inadequate right-of-way for bus turn outs at major intersection locations. There appears to be adequate lighting.

Bull Mountain from 99W – Barrows Road

Population

Bull Mountain Road between 99W and Barrows, via Roshak, has a residential population of approximately 5,625 within ¼ mile of the road. There are approximately 173 people identified by the Census Bureau as low income, 29% are under the age of 19 and 7% are over the age of 65. Because the land use adjacent to the route is residential, there are no significant businesses or employee populations along this route.

Existing fixed route transit

There are, of course, some businesses at the intersection of Highway 99W, however, this population was not counted because it is primarily served by transit service along Highway 99W. There is access to transit at the 99W intersection via line 12.

Infrastructure

Bull Mountain Road is not improved with sidewalks for most of its length to Roshak. From Roshak to Barrows, there are generally sidewalks along both sides of the road, however this section is not currently constructed to handle bus traffic. There is inadequate right-of-way for bus turn outs at major intersection locations. There appears to be adequate lighting. Because of the inability to accommodate buses on the existing roads, it may be more feasible to focus efforts in this location on local service shuttles and park and ride lots.

Council Prioritization of Specific Routes

In order to develop a program, it was necessary to prioritize the areas. In order to develop a priority of the projects, criteria were developed and points assigned with emphasis placed on Council priority populations (areas with a high percentage of low-income, senior and youth populations). By assigning point values to the criteria developed, a clear prioritization emerged.

Overview of Criteria and Weighting

In addition to the priority populations, additional factors that contributed to the prioritization include:

- Total population
- Employee population
- Proximity to a route which would provide access to “life need resources” including: employment support and education, food and health and social programs
- Whether there were significant infrastructure improvements needed to support fixed route services
- Whether fixed route transit service would provide access to other transit routes.

It was interesting that some areas ranked higher than expected while others ranked lower than expected. For example, Bonita Road was originally expected to rank fairly high because of the known low-income population. Upon applying the criteria, however, it became clear that other areas, such as Gaarde Street and Durham Road had higher overall populations and, according to the census data, higher numbers of low income, senior and youth populations. When all the factors were combined, clear priorities were apparent. Still the weighting of the criteria is based on Council priorities. Weighting the criteria differently, may result in a difference in the priority ranking. If Council had indicated that jobs and access to employment were the highest priority, 72nd between 99W and Hunziker may have ranked higher. Appendix B provides the analysis and weights assigned to each route based on the inventory matrix previously referenced.

Priority of Routes

The priority that resulted after applying priority weights to the criteria is:

1. Durham Road – 99W to Hall (44 pts.)
2. Gaarde – 99W to Barrows Road (40 pts.)
3. McDonald – 99W to Hall (27 pts.)
4. 72nd Avenue – Hunziker to the Tualatin Transit Center (25 pts.)
5. Bonita – Hall to 72nd Avenue (24 pts.)
6. 72nd Avenue - 99W to Hunziker (23 pts.)
7. Bull Mountain – 99W to Barrows (20 pts)
8. Durham Road – Hall to Tualatin Transit Center (18 pts.)

The priorities are necessary in developing a program, however, it should be noted that a low priority project does not indicate that it is not important based on Council goals. A low ranking in the priority simply means that, of the important projects, it can be completed later than projects that will provide service to more people in Council's target populations. All projects are included in the program and it is anticipated that all project components will be completed.

Discretionary Factors

While the conclusions reached are based on the best information available, there are always some areas of discretion to use in determining how the data is organized, and utilized. In addition, because of the way the low-income data was organized compared with the rest of the census data, there were some administrative decisions made which may affect the rankings. Staff looked at the areas reviewed and if a block group included a concentration of low-income dwellings that were outside of the area being reviewed for the action plan, the numbers were adjusted to as closely reflect as possible, the reality on the ground.

Every attempt has been made to accurately reflect the Council goals and true needs of the community and priority population groups in this action plan.

Program

The program that has been developed identifies several actions to support or justify fixed route transit service. Each piece is important to the overall success of this local transit service action plan. The program elements can be divided into 2 general categories: capital improvements and service improvements. The program that has been developed provides elements for each of the routes reviewed. Based on the prioritization and the unique needs of the route, however, some elements are programmed for the short term (1-5 years) while other elements which are more complex or needed on lower priority routes are programmed for the medium term (5-10 years) or long term (more than 10 years). Below is an explanation of each of the program elements utilized to develop the local service transit action plan program:

Service Improvement Program Elements

- **Publicize existing programs**

In order to get new or expanded fixed route service, we must first show that the ridership is there and will utilize the service. Because there are already programs in place that are not being utilized to their full potential, the first step is to increase awareness of the programs. In addition to this being needed to justify new service, if ridership in some of the existing programs remains low, there is the risk that the program could be eliminated. Specific programs to emphasize include:

- Jobs access
- Lift program
- Ride Connection Community Shuttle
- Dial-a-ride

One method identified specifically in the program is to create an informational flyer on existing transit opportunities to be mailed to all business owners along with their annual business tax receipts.

- **Work with Tri-Met marketing department and WTA to target employers for TDM**

Tri-Met has an existing Transportation Demand Management program that works with employers to develop programs to address employee population needs. The Tri-Met marketing department can focus efforts in a particular area to elicit the most involvement. The City of Tigard can ask Tri-Met to focus their TDM marketing efforts on areas with large employee populations, such as along 72nd Avenue, in order to increase involvement in these programs, thus showing the desire and demand for additional transit service.

- **Work with Tri-Met to explore altering existing services to include routes**

- **Ask Tri-Met to look at shift times and whether altering bus schedules will capture more riders**

- **Ask Tri-Met to explore where employees are coming from to see if line changes would increase ridership**

Tri-Met has indicated that, initially, they may be willing to look at altering the existing service hours to include servicing a priority area. This would likely mean increasing the interval time between buses and/or removing existing low performing routes. This provision will be placed in the program for the top priority route (or routes). Service will be changed only after thorough evaluation and public notice along affected routes. Additional work programs will have to be developed to implement this program element.

Ultimately, it is anticipated that funds will become available to increase the total number of service hours for local service in Tigard and that the routes identified will obtain more frequent fixed route service.

Capital Improvement Program Elements

- **Program sidewalk/infrastructure improvements into the CIP**

In many cases, there are limited sidewalks or additional infrastructure improvements that must be completed in order to support fixed route transit service. As a general rule, it is no use having a bus stop if no one can walk to it because of lack of sidewalks. For this reason, it is critical that sidewalk installation be a priority along routes targeted for fixed route transit service. Sidewalks are a requirement of land development approval and are programmed into any road improvement project. In addition to these steps that currently take place to eliminate sidewalk gaps, the program calls for programming sidewalk improvements into the CIP process depending on the priority ranking of the project. Of course, if sidewalk gaps are eliminated through another funding source (MTIP, Developer, LID, etc.) by the time they are scheduled to be funded with CIP funds, the program element has been met and CIP funds can be used for another project.

- **Apply for State Pedestrian Grants**

The State of Oregon has a grant program for projects that consider the needs of children, elderly, disabled and transit users. Grant funds can be used to complete short missing sections of sidewalks which would remove access to transit obstacles. It is recommended that Tigard actively participate in the grant application process to assist in sidewalk construction to support future transit, provide pedestrian access to schools, etc.

- **Apply for CDBG funds for sidewalk/access to transit improvements**

The Community Development Block Grant Program provides grant opportunities for jurisdictions in areas with 51% or more that are low income. In these areas, the City could apply for funds to construct sidewalks removing access to transit barriers. It is recommended that Tigard actively participate in the grant application process to assist in sidewalk construction to support future transit, provide pedestrian access to schools, etc. Based on the inventory of existing conditions, no whole route has a high enough percentage of low-income populations to be eligible for CDBG funds, however portions of certain routes have a high concentration of low-income populations which will become the focus of potential CDBG applications.

- **Consider applying for MTIP funds for localized shuttle**

As stated previously, in order to get new or expanded fixed route service, Tigard must first show that the ridership is there and will utilize the service. A component of this transit service program is to consider applying for MTIP funds to start up and operate a local service shuttle serving priority populations and/or geographic areas. A program such as this would be a demonstration project that could be maintained for a maximum of 3 years. If, after 3 years, the ridership is sufficient to justify permanent transit service, Tri-Met (or the City??) would have to include permanent service in their operating budget in order to keep it running. Programs such as this have been successful in other parts of the Metro area and are effective ways to provide transit service that is less costly than running buses on a fixed route. Additional work programs will have to be developed to implement this program element and to evaluate the effectiveness of the program once it were established.

Capital improvements to 72nd Avenue are also identified in the Regional Transportation Plan (RTP) and are, therefore, eligible for MTIP funds. An additional recommendation is to consider applying for MTIP funds to help complete the pedestrian improvements along the two 72nd Avenue routes.

Transit Action Plan Program For Increased Local Service

The matrix on the following pages provides the proposed program for increased local transit service in Tigard. The program elements are distributed for each geographic area based on the analysis of existing conditions and the Council prioritization discussed previously in this document. In the following sections, the program is developed further with specific recommendations and strategies for implementation. Near term and short term elements include tasks that can be done fairly quickly for all routes in question and focuses the majority of more detailed tasks on the higher priority routes like Durham Road and 72nd Avenue. Examples include working with Tri-Met to target employers for TDM programs, publicizing existing transit opportunities and programming sidewalk improvements into the City's CIP. The medium term and long term tasks are identified as well. These tasks include more frequent bus service along 72nd, fixed route service along most of the routes, etc. In order to realize these tasks, significant coordination with Tri-Met is necessary and the near and short term elements of this action plan will need to be completed.

TRANSIT ACTION PLAN PROGRAM FOR INCREASED LOCAL SERVICE

	Near Term (now)	Short Term (1-5 years)	Medium Term (5-10 years)	Long Term (more than 10 years)
General	<ul style="list-style-type: none"> • Create informational flyer on existing transit opportunities to be distributed with business tax information 	<ul style="list-style-type: none"> • Work with Tri-met on Tri-met's "focus area" plan development incorporating action plan principles • Consider links to commuter rail and opportunities created 		
Durham – 99W to Hall	<ul style="list-style-type: none"> • Work with Tri-Met to explore altering existing services to include this route 		<ul style="list-style-type: none"> • Work with Tri-Met to secure funding to implement service changes if warranted 	<ul style="list-style-type: none"> • Per the TSP, new fixed route service at community bus or mini-bus level (30 min-1 hour service).
Gaarde		<ul style="list-style-type: none"> • Program sidewalk improvements into the CIP and/or apply for pedestrian grants 	<ul style="list-style-type: none"> • Work with Tri-Met to add service (not necessarily fixed route) along this route 	<ul style="list-style-type: none"> • Per the TSP and RTP (Regional bus designation), new fixed route service at 15 minute service level.
72 nd – Hunziker to Tualatin Transit Center		<ul style="list-style-type: none"> • Work with Tri-Met and WTA to target employers for TDM • Ask Tri-Met to look at shift times and whether bus times should be altered to capture more employees • Ask Tri-Met to geo-code employees to see where employees are coming from, to see if line changes would increase ridership • Program sidewalk improvements into the CIP • Consider applying for 2006-10 MTIP funds to help with capital improvement costs 	<ul style="list-style-type: none"> • More frequent service • Better links to transit center and commuter rail 	<ul style="list-style-type: none"> • Per the TSP and RTP (Regional bus designation), service level increased to 15 minute service.
McDonald		<ul style="list-style-type: none"> • Program sidewalk improvements into the CIP • Apply for pedestrian grants for sidewalk improvements 		<ul style="list-style-type: none"> • Per the TSP, new fixed route service either combined with Gaarde as regional bus (15 minute service) or a separately operated community bus or mini-bus.

	Near Term (now)	Short Term (1-5 years)	Medium Term (5-10 years)	Long Term (more than 10 years)
Bonita		<ul style="list-style-type: none"> Publicize existing programs (Tri-Met help) 	<ul style="list-style-type: none"> Amenities at existing stop on Hall (?) 	<ul style="list-style-type: none"> Per the TSP, new fixed route service either combined with an existing route or separately operated at mini-bus level (1 hour frequency)
72 nd – 99W to Hunziker		<ul style="list-style-type: none"> Work with Tri-Met and WTA to target employers for TDM Tri-Met look at shift times and whether bus times should be altered to capture more employees Ask Tri-Met to geo-code employees to see where employees are coming from, to see if line changes would increase ridership 	<ul style="list-style-type: none"> Program sidewalk improvements into the CIP Consider applying for MTIP funds to help with capital improvement costs 	
Bull Mountain			<ul style="list-style-type: none"> Program sidewalk improvements into the CIP for portions inside Tigard City limits. Encourage County to program sidewalk improvements for portions outside of City limits. 	<ul style="list-style-type: none"> Mini-bus serving Bull Mountain Road between 99W and Barrows Road.
Durham – Hall to Tualatin Transit Center		<p>**Line 76 is being considered for frequent bus corridor which would provide 15 minute service all day, every day. The frequent bus corridor will also look at project amenity needs and public investment opportunity. Staff to continue participation in TAC and follow-up with Tri-Met as needed.</p>	<ul style="list-style-type: none"> Work with Tri-Met to evaluate potential for additional stop amenities 	

Recommendations for Program Elements

This section makes several recommendations which will help in achieving Council's goals. In order to implement the program outlined in the previous section, there are specific actions that are needed in order to fund and implement the specific program steps. In addition, there are communication recommendations to help ensure that this document remains an active planning tool after Council's adoption. This section takes the program section one step further by identifying involved parties, specific steps needed to complete the task and the anticipated completion date. The tables are divided into the categories from the program matrix in priority order: General, Durham – 99W to Hall, Gaarde, 72nd – Hunziker to Tualatin Transit Center, McDonald, Bonita, 72nd – 99W to Hunziker, Bull Mountain, and Durham- Hall to Tualatin Transit Center. The following is the recommended implementation strategy for near term and short term actions. Medium term and long term actions will need to be defined as we get closer to those timeframes. Because Bull Mountain and Durham- Hall to Tualatin Transit Center are the lowest priority areas in this review, there are no identified tasks in this section because there are no near or short term tasks identified for either area. As the document is updated in the future, tasks will be incorporated for these areas. It is anticipated that, due to the changing nature of the funding, regional transit priorities and development, this plan will need to be updated every 2 years:

General

Program Task	Create informational flyer on existing transit opportunities to be distributed with business tax information
Involved parties	Tri-Met, Tigard Finance staff, Tigard Planning staff, WTA
Specific steps	<ul style="list-style-type: none">• Obtain information from Tri-Met staff on existing services• Develop layout for flyer information• Prepare draft for “involved parties” review• Final version sent to printer for copies (approx. 3,500 copies costing approx. \$136-\$211)• Distribute to Finance staff for enclosure with business tax renewal receipts
Anticipated completion date	January 2003

General (cont.)

Program Task		Work with Tri-Met on Tri-Met's "focus area" plan development incorporating action plan principles
Involved parties		Planning staff, Engineering staff (for CIP issues), Finance staff (for budget issues), Tri-Met, City Council
Specific steps		<ul style="list-style-type: none"> • Tri-Met has not developed a work plan for focus area plan development. Staff will consult with Tri-Met periodically to check on the status and to convey our willingness to work on this plan. • Once a work plan is developed, Tigard staff will update Council on specific steps. • Ultimate completion would likely include Council endorsing the focus area plan and entering into an IGA with Tri-Met for service and capital investment.
Anticipated completion date		TBD

Program Task		Consider links to commuter rail and opportunities created
Involved parties		Tri-Met, Tigard staff and Council, downtown groups/organizations, WTA
Specific steps		<ul style="list-style-type: none"> • As commuter rail moves forward, Tri-Met will need to consider how to integrate this service with existing service. Planning staff will continue to advocate for more intra-city links, but also for more links from commuter rail to employment areas such as the Tigard Triangle, 72nd Avenue and Washington Square. • It is anticipated that commuter rail considerations will also be discussed as part of the focus area plan development.
Anticipated completion date		On-going

Program Task		Update local service transit action plan every 2 years
Involved parties		Planning Staff, Tri-Met, WTA, City Council
Specific steps		<ul style="list-style-type: none"> • Meet with Council during a work session to evaluate observations and priorities to incorporate into action plan update (July 2004) • Incorporate changes to the transit system as well as planned changes and prepare draft update (August-October 2004) • Hold second work session with City Council to discuss changes and updated recommendations (Nov 2004) • Hold City Council public hearing for formal acceptance by resolution. (Dec. 2004)
Anticipated completion date		December 2004

Durham – 99W to Hall

Program Task	Work with Tri-Met to explore altering existing services to include this route
Involved parties	Tri-Met, Planning Staff, City Council
Specific steps	<ul style="list-style-type: none"> • Ask Tri-Met staff to evaluate how service could be altered from existing lines to include this portion Durham Road • Take alternatives to Council for consideration and recommendation • Depending on Council recommendation, work with citizens (in concert with Tri-Met) along lines to be altered to gather input <ul style="list-style-type: none"> Open houses Informational mailings • Hold work session with Council to present information gathered at public involvement meetings • Council adopts formal recommendation for service change (if appropriate) and forwards to Tri-Met staff for implementation
Anticipated completion date	2004-2005

Gaarde

Program Task	Program sidewalk improvements into the CIP and/or apply for pedestrian/bike grants
Involved parties	Engineering staff
Specific steps	<ul style="list-style-type: none"> • Engineering solicits recommended projects for inclusion in CIP (Oct 2004 or 2005) • Formal public meetings to present recommendations and solicit comments (Jan/Feb 2004 or 2005) • Recommended CIP presented to Planning Commission • Planning Commission recommended CIP presented to Council for adoption (no later than June 2004 or 2005)
Anticipated completion date	TBD based on CIP priorities and public input – recommended for no later than 2005 (2 years)

72nd – Hunziker to Tualatin Transit Center

Program Task	Work with Tri-Met and WTA to target employers for TDM
Involved parties	Tri-Met, Tigard Planning staff, WTA
Specific steps	<ul style="list-style-type: none"> • As part of “general” work task to create an informational flyer, provide contact information for WTA and Tri-Met regarding TDM programs. • Ask Tri-Met to specifically target employers along this route and assist, as needed, by coordinating necessary information.
Anticipated completion date	January 2003 – on-going
Program Task	Ask Tri-Met to look at shift times and whether bus times should be altered to capture more employees
Involved parties	Tri-Met, Tigard Planning staff
Specific steps	<ul style="list-style-type: none"> • Send letter requesting Tri-Met’s assistance • Follow-up with Tri-Met to obtain results • Update Council on information and have Council write letter to Tri-Met board supporting service changes, if warranted. • Assist, as needed, with implementation of service changes • Update this task list, if needed, to incorporate additional steps
Anticipated completion date	Letter by February 2003, additional action, as needed, with target action date by 2006
Program Task	Ask Tri-met to geo-code employees to see where employees are coming from to see if line changes would increase ridership
Involved parties	Tri-Met, Tigard Planning staff
Specific steps	<ul style="list-style-type: none"> • Send letter requesting Tri-Met’s assistance • Follow-up with Tri-Met to obtain results • Update Council on information and have Council write letter to Tri-Met board supporting service changes, if warranted. • Assist, as needed, with implementation of service changes • Update this task list, if needed, to incorporate additional steps
Anticipated completion date	Letter by February 2003, additional action, as needed, with target action date by 2006

72nd – Hunziker to Tualatin Transit Center (cont.)

Program Task		Program sidewalk improvements into the CIP
Involved parties		Engineering staff, Finance staff, Tigard City Council, citizens
Specific steps		<ul style="list-style-type: none"> • Engineering solicits recommended projects for inclusion in CIP (Oct 2005 or 2006) • Formal public meetings to present recommendations and solicit comments (Jan/Feb 2005 or 2006) • Recommended CIP presented to Planning Commission • Planning Commission recommended CIP presented to Council for adoption (no later than June 2005 or 2006)
Anticipated completion date		TBD based on CIP priorities and public input – recommended for no later than 2006 (3 years)
Program Task		Consider applying for 2006-10 MTIP funds to help with capital improvement costs
Involved parties		Tigard City Council, Engineering and Planning staff, Washington County Coordinating Committee, Metro
Specific steps		<ul style="list-style-type: none"> • During the next allocation cycle (anticipated to begin 2004) consider this project when determining projects to apply for • If this project is moved forward based on evaluation criteria and likelihood of approval and other jurisdictional priorities, the project will be brought to the WCCC for coordination. • Staff submits application
Anticipated completion date		Take into consideration during next MTIP allocation cycle, however other jurisdictional priorities may supercede this due to MTIP evaluation criteria and Tigard's priorities.

McDonald

Program Task	Program sidewalk improvements into the CIP
Involved parties	Engineering staff, Finance staff, Tigard City Council, citizens
Specific steps	<ul style="list-style-type: none"> • Engineering solicits recommended projects for inclusion in CIP (Oct 2007 or 2008) • Formal public meetings to present recommendations and solicit comments (Jan/Feb 2007 or 2008) • Recommended CIP presented to Planning Commission • Planning Commission recommended CIP presented to Council for adoption (no later than June 2007 or 2008)
Anticipated completion date	TBD based on CIP priorities and public input – recommended for no later than 2008 (5 years)
Program Task	Apply for pedestrian/bike grants for sidewalk improvements
Involved parties	State bike and pedestrian program, Planning Staff, Engineering staff, City Council (for support of proposal)
Specific steps	<ul style="list-style-type: none"> • To be developed
Anticipated completion date	2004-2005

Bonita

Program Task	Publicize existing programs (Tri-Met help)
Involved parties	Tri-Met, Planning staff, Assistant to the City Manager (for public involvement aspect), Ride Connection
Specific steps	<ul style="list-style-type: none"> • Form short term task force (made up of “involved parties” to evaluate service usage and areas for improvement • Prepare specific public outreach plan to target this area for publicity on existing programs • Hold open house and/or distribute mailers on existing services and programs.
Anticipated completion date	Task force formed by February 2003, completed by Feb 2004

72nd – 99W to Hunziker

Program Task	
Work with Tri-Met and WTA to target employers for TDM	
Involved parties	Tri-Met, Tigard Planning staff, WTA
Specific steps	<ul style="list-style-type: none"> As part of “general” work task to create an informational flyer, provide contact information for WTA and Tri-Met regarding TDM programs. Ask Tri-Met to specifically target employers along this route and assist as needed, by coordinating necessary information.
Anticipated completion date	January 2003 – on-going
Program Task	
Tri-Met look at shift times and whether bus times should be altered to capture more employees	
Involved parties	Tri-Met, Tigard Planning staff
Specific steps	<ul style="list-style-type: none"> Send letter requesting Tri-Met’s assistance Follow-up with Tri-Met to obtain results Update Council on information and have Council write letter to Tri-Met board supporting service changes, if warranted. Assist, as needed, with implementation of service changes Update this task list, if needed, to incorporate additional steps
Anticipated completion date	Letter by February 2003, additional action, as needed, with target action date by 2008
Program Task	
Ask Tri-Met to geo-code employees to see where employees are coming from to see if line changes would increase ridership	
Involved parties	Tri-Met, Tigard Planning staff
Specific steps	<ul style="list-style-type: none"> Send letter requesting Tri-Met’s assistance Follow-up with Tri-Met to obtain results Update Council on information and have Council write letter to Tri-Met board supporting service changes, if warranted. Assist, as needed, with implementation of service changes Update this task list, if needed, to incorporate additional steps
Anticipated completion date	Letter by February 2003, additional action, as needed, with target action date by 2008

Bull Mountain

Program Task	None in near or short term
Involved parties	N/A
Specific steps	
Anticipated completion date	

Durham – Hall to Tualatin Transit Center

Program Task	TBD based on priority ranking of frequent bus corridor. No program tasks currently provided in the near or short term
Involved parties	N/A
Specific steps	
Anticipated completion date	

Communication

As part of the implementation of this plan, it is recognized that communication with Council, Tri-Met and funding agencies is vital and important. With that, the following recommendations are provided to ensure effective communication:

- Update Council quarterly regarding current achievements, progress and communications towards full implementation of the Local Service Transit Action Plan. This may be a brief memo or a Council work session, depending on the level of completion and Council action needed.
- Planning staff meet quarterly with Tri-Met senior staff members to discuss current status and next steps.
- Planning staff attend TPAC meetings regularly at Metro to stay closely tuned to regional transit and pedestrian funding issues.
- Planning staff and Council members attend Tri-Met public meetings in the Tigard area.
- Council communicate on a regular basis (after quarterly update from Planning staff) with Tri-Met board members emphasizing Tigard's priorities and needs.

Appendix

A. Tigard's Transportation Service Needs by Geographic Area – detailed matrix

B. Tigard Transit Service Needs Criteria Evaluation and Prioritization

Tigard’s Transportation Service Needs by Geographic Area

Geographic Location For Needed Service	Targeted Population Needs								Existing Infrastructure in Place							
	Priority Social Character	Ethnic Diversity					Life Needs to be Met									
		White	African American	Asian	Other	Total Count	Employment support & Education	Food & Health	Social Programs	ROW area sufficient for transit turn outs & amenities (shelters, benches, etc.)	Lighting	Access to Existing Transit Routes/ services	Sidewalk Access at potential stops	Sidewalk access along route	Comments	
Bonita Road between Hall and 72 nd Avenue	Total Population	1583	15	75	345	2018	16 businesses, 291 employees**			No turn outs	Bonita @ Hall west and east bound	Yes	Yes	Yes	Sidewalks along both sides of road from Hall to 72 nd .	Benches/shelters could be located in easements behind sidewalks
	Low Income					123*	---	---	---	No turn outs	Fanno Creek Drive	Yes	No	Yes		Benches/shelters could be located in easements behind sidewalks
	Seniors	79	0	2	2	83				No turn outs	76 th Avenue west and east bound	Yes	No	Yes		Benches/shelters could be located in easements behind sidewalks
	Youth	410	6	19	137	572				No turn outs	Bonita @ 72 nd Avenue	Yes	Yes	Yes		

SUMMARY

- Total residential population along this route is 2018.
- 21% of this population is a race other than white alone, thus funds targeting minority populations may be helpful
- 28% of the population is under the age of 19 whereas only 4% is over age 65.
- There is no low income census data available to date.
- There are few, if any, life need resources along this route, however access to existing transit routes providing education, employment, food, health and social programs could be attained by connecting to the intersection with Hall (line 76) and 72nd (line 38) via service along this route.
- Sidewalk access and infra-structure is generally in place along this road to support transit facilities, however there is currently insufficient ROW if turn-outs were desired at key intersections. Benches or shelters could be placed in easements behind sidewalks.

* adjusted numbers to reflect known geographic areas of low income

**Includes businesses addressed off of Bonita Road

Geographic Location For Needed Service	Targeted Population Needs																
	Priority Social Character	Ethnic Diversity					Life Needs to be Met			Existing Infrastructure in Place							
		White	African American	Asian	Other	Total Count	Employment support & Education	Food & Health	Social Programs	ROW area sufficient for transit turn outs & amenities (shelters, benches, etc.)		Lighting	Access to Existing Transit Routes/ services	Sidewalk Access at potential stops	Sidewalk access along route	Comments	
Durham Road between 99W and Hall Blvd.	Total Population	4703	19	139	161	5034	70 Businesses, 456 employees**			Yes/No	Locations						
	Low Income					118*	1	17	3	Yes	East of Summerfield Dr. Westbound	Yes	Yes	Yes		Utilities and grading	
	Seniors	1535	0	5	19	1559				Yes	West of 113 th Avenue Eastbound	Yes	Yes	Yes		Utilities and grading	
	Youth	987	12	43	72	1114				Yes	108 th Avenue East & westbound	Yes	No	Yes		Utilities and grading	
										Yes	98 th Avenue East & westbound	Yes	No	Yes		Turnouts could be installed w/design of signalized intersection (early spring, 2002)	
										Yes	92 nd Avenue East & westbound	Yes	No	Yes		Utilities and grading	
										No turn outs	Durham @ Hall Blvd.	Yes	Yes	Yes			

SUMMARY

- Total residential population along this route is 5034, however this number does not include the high school populations which includes 1,944 students and approximately 90 employees.
- 7% of this population is a race other than white alone, thus funds targeting minority populations may be helpful
- 22% of the population is under the age of 19, whereas only 30% is over age 65.
- There is no low income census data available to date.
- There are several “life need” resources along this route with the potential of more via access to existing transit routes at Hwy 99 (line 12, 94x and 95x) and at Hall (line 76).
- Sidewalk access and infra-structure is generally in place along this road to support transit facilities. There is currently insufficient ROW if turn-outs were desired at the Durham/Hall and Durham/99 intersections.

* adjusted numbers to reflect known geographic areas of low income
 **Includes businesses addressed off of Durham, Hall, 88th, Stratford Lp, 108th and Pacific Hwy.

Geographic Location For Needed Service	Targeted Population Needs								Existing Infrastructure in Place							
	Priority Social Character	Ethnic Diversity					Life Needs to be Met									
		White	African American	Asian	Other	Total Count	Employment support & Education	Food & Health	Social Programs	ROW area sufficient for transit turn outs & amenities (shelters, benches, etc.)		Lighting	Access to Existing Transit Routes/ services	Sidewalk Access at potential stops	Sidewalk access along route	Comments
Durham Road between Hall Blvd. & Tualatin Transit Center	Total Population	649	6	60	27	742	89 businesses/1,059 employees**			No turn outs	No new locations	Yes	Yes	Yes	Both sides from Hall to 72 nd . From 72 nd to Transit Center, sidewalk only on 1 side of road.	No shelters exist, shelters could be placed in easements
	Low Income					0*	2 bus.	1 bus.	---							
	Seniors	26	0	2	0	28										
	Youth	193	1	19	12	225										

SUMMARY

- Total residential population along this route is 742.
- 13% of this population is a race other than white alone, thus funds targeting minority populations may be helpful
- 30% of the population is under the age of 19 whereas only 4% is over age 65.
- There is no low income census data available to date.
- There are few, if any, life need resources along this route, however access to existing transit route providing education, employment, food, health and social programs could be attained via service along this route.
- Sidewalk access and infra-structure is generally in place along this road to support transit facilities, however there is currently insufficient ROW if turn-outs were desired at key intersections. Benches or shelters could be placed in easements behind sidewalks.

* adjusted numbers to reflect known geographic areas of low income

**Includes businesses addressed off of Durham and 74th

Tigard’s Transportation Service Needs by Geographic Area

Geographic Location For Needed Service	Targeted Population Needs																
	Priority Social Character	Ethnic Diversity					Life Needs to be Met			Existing Infrastructure in Place							
			White	African American	Asian	Other	Total Count	Employment support & Education	Food & Health	Social Programs	ROW area sufficient for transit turn outs & amenities (shelters, benches, etc.)		Lighting	Access to Existing Transit Routes/ services	Sidewalk Access at potential stops	Sidewalk access along route	Comments
										Yes/No	Locations						
McDonald Street between 99W and Hall Blvd.	Total Population	2600	39	94	236	2969	----			No turn outs	99W and McDonald St.	Yes	Yes	No	Spotty from 97 th to 100 th .	Note- Bike lanes existing on both sides of McDonald	
	Low Income					64*	----	----	-----	No turn outs	East of 103 rd ave.	Yes	No	No	No sidewalks along McDonald from 100 th to 99W	Shelters in easements	
	Seniors	285	1	2	4	292				No turn outs	O'Mara Street east and westbound	Yes	No	Yes		Shelters in easements	
	Youth	602	11	24	95	732				No turn outs	Hall Blvd. @ McDonald	Yes	Yes	Yes		Shelters in easements	

SUMMARY

- Total residential population along this route is 3049.
- 10% of this population is a race other than white alone, thus funds targeting minority populations may be helpful
- 26% of the population is under the age of 19 whereas only 11% is over age 65.
- There is no low income census data available to date.
- There are few, if any, life need resources along this route, however access to existing transit routes providing education, employment, food, health and social programs could be attained via connections to 99W (line 12) and Hall (line 76).
- Sidewalk access and infra-structure is limited along this road and there is currently insufficient ROW if turn-outs were desired at key intersections. Benches or shelters could be placed in easements behind sidewalks. There is infrastructure investment needed to support transit routes.

* adjusted numbers to reflect known geographic areas of low income

Geographic Location For Needed Service	Targeted Population Needs						Existing Infrastructure in Place									
	Priority Social Character	Ethnic Diversity				Life Needs to be Met										
		White	African American	Asian	Other	Total Count	Employment support & Education	Food & Health	Social Programs	ROW area sufficient for transit turn outs & amenities (shelters, benches, etc.)	Lighting	Access to Existing Transit Routes/ services	Sidewalk Access at potential stops	Sidewalk access along route	Comments	
Gaarde Street between 99W and Barrows Road	Total Population	6030	88	620	491	7229				Yes/No	Locations					
										No	99W @ Gaarde east & westbound					
										No turn outs	112 th Ave East and westbound					
	Low Income					382				No turn outs	115 th Ave East and westbound					
										No turn outs	121 st ave east and westbound					
										No turn outs	129 th ave east and westbound					
	Seniors	472	1	24	7	504				No turn outs	132 nd ave east and westbound					
										No turn outs	Walnut Street @ 132 nd East and westbound					
										No	135 th ave @ Walnut					
	Youth	1815	39	228	232	2314				No turn outs	Walnut st. @ Barrows Rd. east and westbound					

SUMMARY

- Total residential population along this route is 7229.
- 17% of this population is a race other than white alone, thus funds targeting minority populations may be helpful
- 32% of the population is under the age of 19 whereas only 6% is over age 65.
- There is no low income census data available to date.
- There are few, if any, life need resources along this route (other than at the intersection with 99W), however access to existing transit routes providing education, employment, food, health and social programs could be attained via connection to 99W (line 12) and Scholls Ferri (line 62).
- Sidewalk access and infra-structure is generally in place along this road to support transit facilities, however there is currently insufficient ROW if turn-outs were desired at key intersections. Benches or shelters could be placed in easements behind sidewalks and could be incorporated into 02/2002 Gaarde St. improvements in several locations.

Geographic Location For Needed Service	Targeted Population Needs									Existing Infrastructure in Place						
	Priority Social Character	Ethnic Diversity					Life Needs to be Met									
		White	African American	Asian	Other	Total Count	Employment support & Education	Food & Health	Social Programs	ROW area sufficient for transit turn outs & amenities (shelters, benches, etc.)	Lighting	Access to Existing Transit Routes/ services	Sidewalk Access at Potential stops	Sidewalk access along route	Comments	
72 nd Avenue between 99W and Hampton Street	Total Population	702	15	17	80	814	93 Businesses/1044 employees**			No turn outs	72 nd Avenue @ 99W	Yes	Yes	Yes	1 side for portions between 99W and Dartmouth	
	Low Income					61	6	6	4	No turn outs	Dartmouth East and westbound	Yes	No	Yes	None between Dartmouth and Hermoso	
	Seniors	78	0	1	1	80				No turn outs	Beveland East and westbound	Yes	Yes	Yes	1 side Hermoso to Beveland	Eastbound shelters could be installed in front of Lowes Home Improvements. Westbound shelters in easements
	Youth	134	3	1	31	169				No turn outs	Hampton Street @ 72 nd	Yes	Yes	yes	1 side from Beveland to Hampton	

SUMMARY

- Total residential population along this route is 814.
- 14% of this population is a race other than white alone, thus funds targeting minority populations may be helpful
- 20% of the population is under the age of 19 whereas only 9% is over age 65.
- There is no low income census data available to date.
- There are several life need resources along this route. Existing bus service (line 78) provides service every 30 minutes within walking distance of 72nd. Additional access to existing transit routes providing education, employment, food, health and social programs could be attained via connections to other transit lines along this route.
- Sidewalk access and infra-structure is generally in place along this road to support transit facilities, however there is currently insufficient ROW if turn-outs were desired at key intersections. Benches or shelters could be placed in easements behind sidewalks.

**Includes businesses addressed off of 72nd, Clinton, Dartmouth Beveland, Gonzaga and Hampton (7000 Block only)

Tigard’s Transportation Service Needs by Geographic Area

Geographic Location For Needed Service	Targeted Population Needs								Existing Infrastructure in Place							
	Priority Social Character	Ethnic Diversity					Life Needs to be Met									
		White	African American	Asian	Other	Total Count	Employment support & Education	Food & Health	Social Programs	ROW area sufficient for transit turn outs & amenities (shelters, benches, etc.)	Lighting	Access to Existing Transit Routes/ services	Sidewalk Access to potential stops	Sidewalk access along route	Comments	
72 nd Avenue between Hunziker Street and Tualatin Transit Center	Total Population	620	4	29	167	820	387 businesses/7,491 employees**			No turn outs	No new locations	Yes	Yes	Yes	At least 1 side for most of this section. Occasional spots with both sides or none	No shelters. Benches exist. Shelters could be placed in easements
	Low Income					89*	6 bus.	25 bus.	6 bus.							
	Seniors	42	0	3	2	47										
	Youth	147	3	7	57	214										

SUMMARY

- Total residential population along this route is 820.
- 24% of this population is a race other than white alone, thus funds targeting minority populations may be helpful
- 26% of the population is under the age of 19 whereas only 5% is over age 65.
- There is no low income census data available to date.
- There are significant opportunities for access to life need resources along this route. Existing bus service (line 38) exists but only runs every 30 minutes during peak hours. Access to additional resources could be attained with access to additional routes at the Tualatin transit center.
- There is a significant employee population along this route.
- Sidewalk access and infra-structure is generally in place along this road to support transit facilities, however there is currently insufficient ROW if turn-outs were desired at key intersections. Benches exist and shelters could be placed in easements behind sidewalks.

* adjusted numbers to reflect known geographic areas of low income

**Includes businesses addressed off of 72nd, Hunziker, Varns, Fir Ln., Sandburg, Tech Center, Landmark, Bonita Rd., Sequioia Pkwy, Cardinal Ln, Redwood Ln, Kable Ln, and Upper Boones Ferry

Geographic Location For Needed Service	Targeted Population Needs															
	Priority Social Character	Ethnic Diversity					Life Needs to be Met			Existing Infrastructure in Place						
		White	African American	Asian	Other	Total Count	Employment support & Education	Food & Health	Social Programs	ROW area sufficient for transit turn outs & amenities (shelters, benches, etc.)		Lighting	Access to Existing Transit Routes/ services	Sidewalk Access at potential stops	Sidewalk access along route	Comments
Bull Mountain Road between 99w and Barrows Rd.	Total Population	4922	59	386	258	5625	-----			No turn outs	99W @ Bull Mtn Rd East and westbound	Yes	Yes	Yes	Generally no sidewalks from ¼ mile west of 99W to Roshak	Shelters could be in easements
										No turn outs	Aspen Ridge Dr. East and westbound	Yes	No	Yes		Shelters could be in easements
	Low Income					173*	-----	-----	-----	No turn outs	Terraview Drive East and westbound	Yes	No	Yes		Shelters could be in easements
										No turn outs	Benchview Terrace Westbound	Yes	No	Yes	Both sidesBenchview to Peachtree	Shelters could be in easements
	Seniors	401	1	11	5	418				No turn outs	Peachtree Drive Eastbound	Yes	No	Yes		Shelters could be in easements
										No	Roshak Rd @ Uplands Dr. east & westbound	Yes	No	Yes	Roshak, Uplands to Barrows sidewalks, both sides	Roshak Rd. & Uplands Dr. are not built for bus traffic
	Youth	1418	14	110	106	1648				No	Uplands Dr. @ Snapdragon Ln – east & west bound	Yes	No	Yes		Uplands Dr. is not built for bus traffic
										No turn outs	Uplands Dr. @ Barrows Rd.	Yes	No	Yes		Uplands Dr. is not built for bus traffic

SUMMARY

Total residential population along this route is 5625.

12% of this population is a race other than white alone, thus funds targeting minority populations may be helpful




29% of the population is under the age of 19 whereas only 7% is over age 65.
































































































There is no low income census data available to date.

There are few, if any, life need resources along this route. Access to existing transit routes providing education, employment, food, health and social programs could be attained by providing access to existing transit along Highway 99.

Sidewalk access and infra-structure is generally in place along this road to support transit facilities, however there is currently insufficient ROW if turn-outs were desired at key intersections. Benches or shelters could be placed in easements behind sidewalks. Several portions (Roshak Rd and Uplands) are not built for bus traffic.

*** question accuracy of this number but can not locate reason for anomaly. Recommend take this into account during prioritization.**

-  Meets Council target – Max points
 Partially meets Council target – Half points
 Does not meet Council target - Zero points

	Population					Life Needs				Other			Ranking score DRAFT for evaluation only
	Total population (max 8 pts)	Minority (max 2 pts)	Youth (max 10 pts)	Senior (max 10 points)	Low income (max 10 pts)	Employment support & education (max 4 pts)	Food and health (max 4 pts)	Social programs (max 4 pts)	Employee population (max 4 pts)	Existing infrastructure in place ¹ (max 2 pts)	Route identified in TSP (max 2 pts)	Existing transit opportunities (max 2 pts)	
Bonita Rd. – Hall Blvd to 72 nd Ave.													24
Durham Rd.– 99W to Hall Blvd													44
Durham Rd. – Hall Blvd. to Tualatin TC													18
McDonald St. – 99W to Hall Blvd.													27
Gaarde St. – 99W to Barrows Rd.													40
72 nd Ave. – 99W to Hampton St													23
72 nd Ave.– Hunziker St. to Tualatin TC													25
Bull Mountain Rd. – 99W to Barrows Rd.					***					 ²			20/30

***Need to research this further. Based on census data, this area ranks as having 2nd highest low income population, but knowledge of area does not support this.

¹ In most cases there is insufficient ROW for bus turn-outs at key intersections, however, this is not reflected in the measurement because Tri-Met has indicated that they are re-looking at the provision for turn-outs and are likely to be going away from this design.

² Bull Mountain has sidewalk access to key transit stops, however, because several portions of the identified route are unable to accommodate bus traffic, it only received a partial rating.

(Key located on page 2, Appendix A)

	●	◐	○
Total population	>2500	1001-2500	1000 or fewer
Minority	> 15%	11-15%	10% or less
Youth	>30%	21-30%	20% or less
Senior	>10%	6-10%	5% or less
Low Income ¹	200 + low income residents within ¼ mile of route	100-200 low income residents within ¼ mile of route	0-100 low income residents within ¼ mile of route
Employment support & education ²	More than 5 businesses serving this need along route	1 to 5 businesses serving this need along route	No businesses serving this need along route
Food and health ³	More than 5 businesses serving this need along route	1 to 5 businesses serving this need along route	No businesses serving this need along route
Social programs ⁴	More than 5 businesses serving this need along route	1 to 5 businesses serving this need along route	No businesses serving this need along route
Employee population (based on business tax data)	More than 1000 employees	1-1000 employees	No employees
Existing infrastructure in place ⁵	Significant infrastructure (sidewalks, lighting, ROW or easements for amenities) in place to support transit with little additional improvement	Some infrastructure investment needed to support transit	Very little existing infrastructure in place, significant investment needed to support transit and/or it would be difficult to provide infrastructure due to ROW issues
Route identified in TSP	Yes	---	No or existing
Existing transit opportunities	Existing transit service on route, access to more than one existing transit route if transit were provided along this route	Access to at least 1 transit route that provides service into Tigard ⁶	No access to transit that carries traffic into Tigard

- 1 Low income data based on block group census data adjusted to compensate for low income areas outside of the 1/4 mile area being reviewed for a specific route. The numbers are only approximate.
- 2 Employment support & education businesses included Daycare centers, employment/temp agencies, schools, and labor unions.
- 3 Food and health businesses included Medical/Dental offices, eating and drinking establishments, grocery/convenience stores, physical fitness businesses, and massage therapy/acupuncture.
- 4 Social programs businesses included counseling services, Non-profit relief and aid organizations, and Senior, disabled and veteran services.
- 5 In most cases there is insufficient ROW for bus turn-outs at key intersections, however, this is not reflected in the measurement because Tri-met has indicated that they are re-looking at the provision for turn-outs and are likely going to be going away from this design.
- 6 i.e., making several stops and route changes within Tigard to pick up and distribute Tigard traffic in Tigard, serving internal transit needs.

MINUTES
TUALATIN CITY COUNCIL/TIGARD CITY COUNCIL/
TIGARD-TUALATIN SCHOOL DISTRICT BOARD MEETING
OCTOBER 7, 2002

PRESENT: Tualatin Mayor Lou Ogden, Tualatin Councilors Chris Bergstrom, Bob Boryska, Helen Cain, Steve Chrisman, Ed Truax, Tony Weller; Tualatin City Manager Steve Wheeler

Tigard Mayor Jim Griffith, Tigard Councilors Craig Dirksen, Brian Moore, Ken Scheckla; Tigard City Manager Bill Monahan

Tigard-Tualatin School Board Members Barry Albertson, Mark Chism, Al Hieb, Caroline Neunzert; Tigard-Tualatin School Superintendent Steve Lowder

ABSENT: Patricia Biggs, Tigard-Tualatin School Board

Tualatin Mayor Lou Ogden called the meeting to order at 6:40 p.m.

1. INTRODUCTION – The city officials of Tigard, Tualatin, and the Tigard-Tualatin School District Board members that were present introduced themselves.

2. ITEMS OF DISCUSSION

1. **Discussion on Substance Abuse Reported In Asset Survey**

Tualatin Mayor Ogden began with a topic for discussion on the substance abuse portion of the *Take the Time* Asset Survey that was done last year by middle and high school students. He also noted there were some members of the Tualatin Youth Advisory Council present. Mayor Ogden said he believes a real problem is adults do not always view youth as part of the decision-making process, and it underscores our systemic substance abuse problem. His interest is what can cities and communities can do to help youth in our society. Tualatin City Manager Steve Wheeler said the substance abuse segment from the survey was discussed at a recent Tualatin City Council work session, and distributed a statistics sheet. There was concern on the high percentages of responses on substance abuse and related issues. It was noted that the School District has not yet had the opportunity to distribute the completed results of the asset survey to the schools and parents, but will be doing so next month. Superintendent Lowder wanted to note however, that the percentages are slightly lower than those in Washington County and across the nation. Mayor Ogden said what is alarming is the magnitude of the percentages, and is the entire cross-section of youth, not just a certain segment. His perception is most parents do not believe that these types of abuses with youth are a problem in the community.

1. **Discussion on Substance Abuse Reported In Asset Survey** *[continued from previous page]*

School Board Chair Mark Chism said this data is not surprising, and he noted there are policies and programs in place within the schools. They may not be as effective as hoped, but clearly the School District has a role to play. The bigger question remains is what role cities could play in helping to facilitate the issues and partner more effectively.

Tualatin Councilor Chrisman asked about Tigard's recent after-school program. Tigard Mayor Griffith said the Youth Forum has an after-school program in some of the schools so kids would have something to do after school until parents get home. The program appears to be working very well, and they have obtained a grant to also supply food, as it became apparent that for some of the youth it would be their primary meal/food for the day. Discussion followed.

Mayor Ogden said he believes the awareness level is important and how to create the community support remains the question. One question to consider is where the kids get drugs and the alcohol, and usually it is from home. It was recognized that this is a community-wide issue and there are some things that can be done better, but it is going to be a big job. Mayor Ogden wanted to note that this was not going to be "fixed" at this meeting, but he wanted to start the discussion.

Tualatin Youth Council representatives commented that contacting parents and passing the asset survey on to parents was a good idea.

2. **Tualatin Facility Visioning Update**

Tualatin City Manager Wheeler said Tualatin is actively engaged in facility visioning. Paul Hennon, Tualatin Community Services Director gave a brief update on the progress to date. He noted there will be more community presentations, questionnaires distributed, and in the end the hope is to learn the level of community support. The process expects to wrap up by next spring. Mr. Wheeler said there is an active ad-hoc committee that has been working on this process. He said the City also appreciated being able to utilize the Back to School nights, the Crawfish Festival and other opportunities to get information out to the community.

3. **Forthcoming Facility Building Plans, Tigard-Tualatin School District; Tigard and Tualatin**

Tigard-Tualatin School Superintendent Lowder introduced the District's recently hired project manager, Stephen Poague, who will oversee the \$85.9 bond measure approved by voters in May. Mr. Poague noted the project schedule of three replacement elementary schools, and additions to two middle schools is for the fall of 2004. Additions/renovations at Tualatin and Tigard High Schools are planned for a 2004-05 timeframe. A new elementary school is set for a 2005 completion date. roughly 11 major projects. Tualatin Councilor Chrisman asked about the plans for Tualatin Elementary School, and its historic relevance. Mr. Poague said the plan is for demolition of old facility and possible salvage of parts of the old school to incorporate into the new school. There is also planned redevelopment of the site for a magnet school. It was noted that this is a district-wide capital improvement program.

3. Forthcoming Facility Building Plans, Tigard-Tualatin School District; Tigard and Tualatin

[continued from previous page]

Tigard City Manager Monahan also noted that if it had not been for the School District and city working together, the city would not have been successful in acquiring a new library site. The Library is scheduled to be completed and to open in 2004. They have a very aggressive plan to move forward with construction.

4. Pedestrian Bridge Across the Tualatin River

Tualatin City Manager Wheeler said Tigard and Tualatin have had ongoing discussion about this project and remain interested in a pedestrian bridge. The bridge would link three parks together; Cook Park in Tigard, Community Park in Tualatin, and Durham City Park in Durham. A lobbying effort has been ongoing but there will not be any federal money forthcoming this year. However Tualatin remains committed to the project, and also notes dedicated interested from Tigard, and Washington County as well. Tigard Mayor Griffith asked if there has been any interest by Metro on this project, and Mr. Wheeler said he had heard of some interest expressed but he is not certain at this point of any Metro commitment. Brief discussion followed.

5. Joint Use of Equipment and Property Among Cities and School District

Superintendent Lowder asked School District Community Relations Director Susan Stark-Haydon, to discuss the joint use of property owned by the School District. The City of Tigard is looking into joint use of property owned by the School District. Mr. Monahan said there has been discussion that on one of the school sites, where the city would bury a water reservoir on the grounds of an elementary school, and the School District has offered the use of school property for a skateboard park in Tigard. It makes sense to the public to maximize the facility and property. Tigard Mayor Griffith said they are very supportive of joint utilization of space between the district and cities, which is getting scarcer. The first step is working well, and it is a win-win situation. Providing better services to our citizens is a good thing.

6. Tigard Approach to Juvenile Cases and Peer Court

Tigard City Manager Monahan said over the last few months Tigard has transferred some juvenile cases to their municipal court. Tigard's approach is to get the youthful offender, between the ages of 14 and 17, in a program, and to date officials believe it is successful. It requires the parents and youth to appear before the judge, with the judge looking at corrective punishment, and build on that by assigning community service projects. Tigard will report back at a later date with the progress of the program, but wanted to mention the initial success. A question was asked and Mr. Monahan said the caseload amounts to approximately 10-20 cases per month, which deals primarily with misdemeanors, non-violent crime, first-time offenders. Tigard does not have additional funding for the increased caseload, and it does increase the salary for the municipal judge. Tualatin Councilor Weller asked and Mr. Monahan answered that there is not a problem in creating community service projects. Brief discussion followed.

7. Clean Water Services Master Plan

Tigard City Manager Monahan said Tigard is concerned about the apparent growth of the Clean Water Services (CWS) plant at the intersection of Hall Boulevard and Durham Road. CWS's approved master plan has indicated major additions to be constructed at that site, which calls for doubling its capacity to treat sewage, impacting nearby Durham Elementary and Tigard High School. Tigard will continue to monitor their plans for the site and asked that the School District and Tualatin meet to discuss the CWS master plan, and engage CWS in conversations about their master plan. Superintendent Lowder said Durham Elementary School's access would be affected. There is a substantial proposed increase of the site and Tigard Mayor Griffith noted they have some real issues with that and wanted CWS to be aware of their concern. Discussion followed. Mr. Monahan said the last plans they saw were in 1999. Mr. Wheeler said he recognizes the School District and Tigard's concern, but asked what role Tualatin would have. Mr. Monahan explained there are run-off issues, etc. Tigard is planning a meeting for next month and all present will be invited, along with the City of Durham.

8. New Development Impact and Process Fee Charges – City and School District Relationship

Superintendent Lowder said with the new construction happening in the School District, and the construction fees that are charged by cities, asked if there could be any relief from those fees. Tigard City Manager Monahan said the fees that are charged are based on a methodology, and if cities do not pay the fees, then somebody has to. If the School District does not pay the fees, the funds would have to be taken out of the city's general fund. Tualatin City Manager Wheeler noted it would be the same with Tualatin. Tualatin Mayor Ogden noted he would like to know exactly how many dollars it amounts to in fees, and gave an example that the recently constructed Tualatin Police Facility fees were factored into the bond issue. Mayor Ogden gave a brief explanation of how the fee process works for cities. Tigard Councilor Moore said there is also a concern about equity. School Board Chair Chism said the District welcomed the participation of the cities and where there are opportunities to reduce costs on projects would be a good opportunity. Brief discussion followed.

9. Joint Use and Reciprocity for District and City Facilities

The School District added from the earlier discussion on continuing to look at working collaboratively with the cities of Tigard and Tualatin, along with the School District on combining professional services, such as HVAC services, locksmith and custodial services, etc., which would provide those services more efficiently.

10. Other Issues

Superintendent Lowder mentioned the School District will be holding a meeting on October 16, 2002 at Tigard High School auditorium. They have invited 18 school districts to discuss concepts/ideas, and any common ground issues in preparation for the next legislative session. All are invited to attend.

Tualatin City Manager Wheeler gave a brief update on the Durham Quarry project, in response to Tigard Councilor Scheckla's request. The project site is located at Bridgeport Road. Mr. Wheeler said the development is called Bridgeport Village and the County, which owns the property, is nearing an agreement with Opus Northwest with the intention of moving forward with the project. Mr. Wheeler explained what type of development would likely be done. He also said the project will address traffic issues and will not move forward until those issues are resolved. Brief discussion followed. Mayor Ogden noted that there should be an opportunity to get a look at this project as it has a huge impact on both communities, and asked for a detailed master plan to be brought to both city councils.

Tualatin Mayor Ogden said in his dealings with the National League of Cities, it has been noted by other cities that it has not always been a smooth relationship with the cities and their local school districts. He wanted to note the positive and great relationship that our cities have with the Tigard-Tualatin School District and he appreciated it.

It was decided to meet again in six months.

5. ADJOURNMENT

The meeting adjourned at 8:21 p.m.

By: _____
Maureen Smith, City of Tualatin Recording Secretary

ATTEST:

Jim Griffith, City of Tigard Mayor

Date: _____

COUNCIL MINUTES
TIGARD CITY COUNCIL MEETING
October 15, 2002

1. WORKSHOP MEETING

- 1.1 Mayor Griffith called the meeting to order at 6:30 p.m.
- 1.2 Council Present: Mayor Griffith, Councilors Dirksen, Moore, and Scheckla
- 1.3 Pledge of Allegiance
- 1.4 Council Communications & Liaison Reports: None
- 1.5 Call to Council and Staff for Non Agenda Items: None

2. JOINT MEETING WITH THE INTERGOVERNMENTAL WATER BOARD TO HEAR AN UPDATE ON THE BULL RUN REGIONAL DRINKING WATER AGENCY PHASE II REPORT

Intergovernmental Water Board Members Present: Patrick Carroll, Jan Drangsholt, Norman Penner, Bill Scheiderich.

Public Works Director Wegner presented the staff report, which is on file in the City Recorder's office. Staff has prepared a schedule of workshops, public presentations, displays and a public hearing where the City Council, Intergovernmental Water Board, and local citizens can review and discuss the Bull Run Regional Drinking Water Agency Report. The process is scheduled to end February 25, 2003 with a public hearing and a decision by the City Council.

The highlights of Mr. Wegner's remarks are outlined in a PowerPoint presentation, which is on file in the City Recorder's office. This presentation included the history of this issue, a review of Phase I and II of the Bull Run Regional Drinking Water Agency Report, an outline of the proposed agency concept, engineering components, a system asset map, a list of impacts, governance options, governance recommendation (ORS 190), a review of the principles of agreement (intergovernmental agreement), agency organization, agency function and assets, system ownership, system use, system expansion, system operation & maintenance, a conceptual approach to contractual operations, rates & charges, water sales to outside parties, withdrawal or termination, liability, dispute resolution, and a review of unresolved issues.

Mr. Wegner's comments included:

- o Tigard has no assets to contribute to the regional system. Tigard will need to buy in to the system and build a supply line.
- o An ORS 190 will allow local representation.
- o One of the unresolved issues is that a cost for each agency is unknown at this time.

- The City of Portland will retain the water rights; however, these rights will be assigned to the Agency through the intergovernmental agreement.
- Tigard will still need another source of water. Willamette River water is not an option without an approval by voters, so a secondary source would need to come from the Trask or Clackamas Rivers. The City is still working with the Joint Water Commission (JWC) and it appears that Tigard will be asked for a decision in 60-90 days about whether Tigard will join the JWC.
- Discussed management of seasonal operations (storing water in winter to use in summer when demand increases).

Staff will present another report to the Council and IWB at the Council Workshop on November 19, 2002. Information to be presented at this workshop meeting will be on the Bull Run Regional Drinking Water Agency Report Phase II – Finance and Public Involvement.

3. UPDATE ON THE COMMUNICATION PLAN

Assistant to the City Manager Newton presented the staff report, which is on file in the City Recorder's office. Ms. Newton reviewed the city's major communication efforts: the CITs, Communication Plan, neighborhood meetings, press releases, Community Connectors, cable television, *Cityscape*, the Website, the Goal Guide, and the TVTV Bulletin Board. The status of the preceding items can be found in Ms. Newton's October 7, 2002, memorandum to the Mayor and City Council, which was Attachment 1 to the staff report.

Ms. Newton advised that beginning in February 2003, she recommended that the CIT meetings be discontinued in their present format. She recommended that the city focus be shifted to producing monthly informational programming to air in the CIT time slot. These programs could be taped during the day, include announcements of upcoming events and status reports; however, the bulk of the program would be devoted to educating an informing citizens about city programs, projects, and issues. Council members agreed with Ms. Newton's recommendation about a change in the CIT process. In November, Ms. Newton will advise the CITs about the discontinuation of the present CIT format.

Council also agreed with Ms. Newton's recommendation to investigate alternative options for distribution of the *Cityscape* for efficient, effective communication and cost savings. Staff will schedule a follow-up report to Council on their findings in about two months. This will also be scheduled for review by Council during its goal-setting session in 2003.

4. DISCUSSION OF PROPOSED HOUSING SET-ASIDE GUIDELINES

Associate Planner Roberts presented the staff report, which is on file in the City Recorder's office. The proposed guidelines were acceptable to the Council, including the suggestions of Community Partners for Affordable Housing and Washington County Housing. Council consensus was that there would be no roll over of uncommitted funds to the next fiscal year. A resolution will be presented to the Council on October 29, 2002, for formal consideration of the Housing Set-Aside Guidelines.

5. DISCUSSION OF THE ADDITION OF "TREES ON PUBLIC PROPERTY" TO THE TIGARD MUNICIPAL CODE AND DISCUSSION OF TREE MANUAL

Parks Manager Plaza presented the staff report, which is on file in the City Recorder's office. Consensus of Council was that staff should return to Council on October 29 with a proposed resolution and ordinance to add a trees-on-public-property section to the Tigard Municipal Code and adopt a Tree Manual. (City Recorder's note: The ordinance and resolution were rescheduled to the November 12, 2002, Council agenda.)

After discussion, it was determined that staff would make a wording change to the proposed ordinance clarifying that the City will also follow established procedures regarding tree removal (i.e., obtain permits and keep a record of tree removal). Also Council requested that the Street Tree list be readily available.

6. DISCUSSION OF METRO'S URBAN GROWTH BOUNDARY EXPANSION

Community Development Director Hendryx reviewed the staff report, which is on file in the City Recorder's office. He presented the issues and questions for the Council on several charts that outlined the issues and posed the "Question for Tigard" in several areas. Copies of these charts on file in the City Recorder's office.

Following are the highlights of the discussion on this item:

- o Councilor Dirksen suggested reevaluation of the requirement to identify a 20-year land supply; it is likely land will be added that is not needed since forecasts of land needs don't always materialize.
- o Councilor Dirksen noted concern about new development at the periphery of the UGB because of lack of infrastructure.

- Discussion on whether to add mixed-use areas in Tigard included a caution about increasing intensity of use because of infrastructure needs. A philosophical discussion is needed to determine whether to first build infrastructure to anticipate needs or build infrastructure after an area is developed to meet increased needs.
- Councilor Dirksen noted support for keeping industrial designations for land along Hwy 217 in Tigard, rather than promote a change to mixed use.
- Council supported flexibility for planning uses in the UGB expansion areas adjacent to Tigard to further the ability to keep density at a similar level to adjacent developed property, provide a variety of housing types, plan for parks, and provide neighborhood commercial areas.
- Council supported Tigard responsibility for planning in the two areas adjacent to Tigard identified for UGB expansion.

7. PREVIEW NEW LIBRARY COMMUNITY MEETING/OPEN HOUSE ON OCTOBER 16 & PREVIEW THE CONCEPTUAL SITE AND DESIGN PLANS

Library Director Barnes reviewed the conceptual site and design plans that would be introduced during the October 15 Library Community Meeting/Open House. A copy of the Project Vision Statement and a Site Plan and a Floor Plan for the first and second floors are on file in the City Recorder's office. Council consensus was that staff and the architects proceed with presentation of information at the open house. It was noted that the Wall Street extension should be shown as access to the site. Any continuation of Wall Street will be determined through the LID process. Refinements of site and design plans will continue over the coming weeks.

Information was presented about whether to pursue LEED certification for the new library. An October 15, 2002, memo (prepared by Finance Director Prosser and Library Director Barnes) outlining information on LEED certification is on file in the City Recorder's office. After discussion, consensus was to proceed with LEED registration only. The city is planning to include "green building" technologies in the design of the new Tigard Library; however, the city will not seek certification or hire a commission agent.

8. COUNCIL LIAISON REPORTS: None.

9. NON-AGENDA ITEMS: None.
10. EXECUTIVE SESSION: Not held.
11. ADJOURNMENT: 10:29 p.m.

Attest:

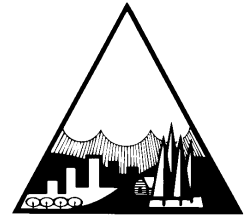
Catherine Wheatley, City Recorder

Mayor, City of Tigard

Date: _____

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**MEMORANDUM
CITY OF TIGARD, OREGON**



TO: Mayor and Council
FROM: Greer Gaston
DATE: November 5, 2002
SUBJECT: Three-Month Council Calendar

Regularly scheduled Council Meetings are marked with an asterisk (*).

November

11	Mon	Veteran's Day Holiday – City Offices Closed
12 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
19 *	Tues	Council Workshop Meeting – 6:30 p.m.
26 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
28	Thurs	Thanksgiving Holiday – City Offices Closed
29	Fri	Thanksgiving Holiday – City Offices Closed

December

2	Mon	Labor Day Holiday – City Offices Closed
10 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
17 *	Tues	Council Workshop Meeting – 6:30 p.m.
24 *	Tues	Meeting Cancelled
25 *	Wed	Christmas Holiday – City Offices Closed

January

1	Wed	New Year' Day – City Offices Closed
14 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
20	Mon	Martin Luther King, Jr. Day – City Offices Closed
21 *	Tues	Council Workshop Meeting – 6:30 p.m.
28 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session

Tigard City Council
Tentative Agenda

11/19/02 - Workshop	11/26/02 - Business TV Jim-Greeter	12/10/02 - Business TV Ron-Greeter
Due: 11/5/02 @ 5 p.m.	Due: 11/12/02 @ 5 p.m.	Due: 11/26/02 @ 5 p.m.
Workshop Topics	Study Session	Study Session
1. Update: Proposed Bull Run Regional Drinking Water Agency -(Part 2 Cont. from 10/15) - Ed/Dennis - 45 min - (Jt. Mtg. with IWB)	Computercop Software - Ron - 15 min	City Attorney Review (SI) - October '03 - As agreed to from meeting of 3/26/02 (Shown only for info to indicate where this item was moved.)
2. Social Service Agencies Review with Budget Committee - Craig - 60 min (Note: Sr. Center Board mtg with cc during #2)		
3. Discuss & Review Proposed IGA w/ Clean Water Services - Ed -30 min	Consent Agenda	Consent Agenda
4. SB 122 Preview - Jim - 15 min		
5. SRG (Architects) Schematic Designs Review - Gus & Margaret - 30 min		
	Business Meeting	Business Meeting
	Washington Sq. Regional Implementation Program/Funding Portion - Adoption - RES	VA - Student Envoy
	Barbara/Jim - 30 min	Update on the New Library - Margaret - 10 min
	Skateboard Facility Conceptual Design	Adopt Transit Plan (Tri Met) - RES - Barbara/ Julia - 20 min
	Presentation & Overview of 11/20	Approve IGA w/ Clean Water Services - MOTION -Ed -15 min
	Community Mtg - Packet materials will reflect there will be an oral report on the mtg - Dan P - 20 min	Oregon Accreditation Alliance Recognition - Ron - 10 min. BLUE SHEET
	SB 122 - Urban Service Agreement - RES - Barbara - 15 min	IGA's - Ron - BLUE SHEETS
	Downtown Task Force Appointments- RES - Barbara -15 min	IGA - Qwest & Verizon Franchise Fees Audit - RES - Craig - 10 min
SI = standing item		
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Agenda Item No. 3.26
Meeting of November 12, 2002

Tigard City Council
Tentative Agenda

12/17/02 - Workshop	12/24/02 - Business TV -Greeter	1/14/03 - Business TV -Greeter
Due: 12/3/02 @ 5 p.m.	Due: 12/10/02 @ 5 p.m.	Due: 12/31/02 @ 5 p.m.
Workshop Topics	Study Session	Study Session
Discussion of Street Maintenance Fee Public	Canceled	
Process Results - Gus - 20 min		Distribute Council Groundrules - 15 min - Cathy
Presentation on 2002 Tigard Fact Book -		
Jim/Beth - 20 min.		
Urban Renewal Financing Fundamentals -		
Barbara & Craig - 30 min		
Review Final Schematic Designs for New Library- Margaret - 15 min	Consent Agenda	Consent Agenda
Note: This meeting may become a business meeting.		
	Business Meeting	Business Meeting
		VA - Student Envoy
		State of the City
		Executive Summary
		Oaths of Office
		Selection of Council President
		2002 Annual Vision Report - Loreen/Liz - 10 min
		Council Reception
		Council Photos
SI = standing item		
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AGENDA ITEM # _____
FOR AGENDA OF November 12, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Receive and File: Council Goal Update

PREPARED BY: C.Wheatley DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Update on the progress of the Council goals for the third quarter of 2002.

STAFF RECOMMENDATION

Receive and file the update.

INFORMATION SUMMARY

Attached are brief summaries of the progress made in the third quarter of 2002 on the Council goals developed by the Council in January 2002.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Visioning goals are identified throughout the goals and tasks developed by the City Council.

FISCAL NOTES

N/A



Q-3, 2002 Update Tigard City Council Goals

GOAL 1—TRANSPORTATION

GOAL 2—PARKS & RECREATION

GOAL 3—DOWNTOWN

GOAL 4—WATER

GOAL 5—GROWTH MANAGEMENT

GOAL 6—LIBRARY

GOAL 7—COMMUNICATION

In consideration of the 2002 Goals, the City Council stated the following:

“The present state of the economy is a concern that could impact the council’s completion of the 2002 Goals. Each of the 2002 Goals could be impacted if the state, federal, or local economic situation results in a decrease in available funds for Tigard operations and projects.”



Engineering/Community Development: Gus/Jim

GOAL 1: TRANSPORTATION

- A. Explore funding sources for transportation needs. Funding for maintenance and capital are needed for the following—
 - 1. Roads
 - 2. Trails/Bicycles
 - 3. Pedestrian Safety (Sidewalks, streetlights, crosswalks)
 - 4. Bridges
- B. Work with Tri-Met to develop intra-city bus service and Park-and-Ride locations.
- C. Work with ODOT on state-funded facilities.

Q-3, October 2002 Update

Goal 1.A.1. Roads

City Council decided to extend the public process for the Street Maintenance Fee. Extension of the public process would allow more time for citizen awareness of the need for the fee and the benefits that would come from implementation. It would also provide an opportunity for the various businesses in Tigard to provide more input into the process.

As part of the public awareness effort, the City will be creating a video production to air periodically over the public access channel. This video would emphasize the need for timely maintenance of the City street system, and provide a summary of the benefits that would be achieved with implementation of the proposed Street Maintenance Fee. In addition, a public meeting has been scheduled for November 14, 2002 to discuss the fee with citizens and businesses. Council discussion of the results of the meeting is scheduled for the Council meeting on December 17, 2002. The Task Force met on October 10, 2002 to discuss the video production and to establish roles for the Task Force members in the November meeting and at the Council discussion on December 17th.

Any action on implementation of the fee would most likely be scheduled for early 2003. If Council does approve implementation, the effective date for the fee would be set several months after Council action. This would give the City of Tigard staff sufficient time to set up the fund and do the necessary work to ensure that the amounts can be incorporated on the utility bills without a glitch in the billing process.



Q-3, October 2002 Update
Goal 1.A.1. cont'd.

The Task Force will continue to explore alternative sources of funding for major street improvements. Potential sources could become feasible with the implementation of the Street Maintenance Fee. State gas tax funds freed up by the Fee could be used to float revenue bonds or obtain a loan from the Oregon Infrastructure Bank for the construction of major street projects. Another possibility is the creation of a City Traffic Impact Fee (TIF) to augment the Countywide TIF. The Task Force will be reconstituted to drop some members and add new members that could aid in the review of alternative sources of funds.

Proposed Wall Street Local Improvement District (LID): The City has selected DeHaas and Associates to provide design Wall Street and provide the Preliminary Engineer's Report needed to determine the feasibility of forming the LID and constructing the improvements. The consultant will provide the design information to the New Library consultants for preparation of the site plan and other documents needed for the Land Use Application. Discussions have been conducted with Oregon Department of Transportation regarding approval of the Wall Street intersection at the southerly boundary of the library project. Both the Wall Street LID and New Library projects are well underway at this time.

The Metro Priorities 2004-07 funding process is now soliciting projects from various jurisdictions. This is federal funding that is allocated to cities and counties through the Metropolitan Transportation Improvement Program (MTIP). The City will be submitting a street project for consideration as part of the process. Since the widening of Greenburg Road from Washington Square Drive to Tiedeman Avenue has been already been approved for preliminary engineering and rights-of-way acquisition, that project will be submitted for construction funding in this latest process. The deadline for the project applications is December 20, 2002.

Goals 1.A.2 and 3.

A trail project in the Washington Square Regional Center area is being considered for submittal in the Metro Priorities 2004-07 funding process. This project would be under either the Congestion Mitigation and Air Quality (CMAQ) or Transportation Enhancement categories and would not compete directly with the street modernization projects proposed through the Street Transportation Program category.



Q-3, October 2002 Update
Goal 1.A.1. cont'd.

Pedestrian improvements in the Tigard downtown area are also being considered for submittal as a project in the Metro solicitation process. The extent of those improvements will be based on the Tigard Downtown Traffic Study being performed by DKS Associates as part of the look at the potential impact of the Commuter Rail in the downtown area. The draft study has already been completed and is now being reviewed by City staff. The pedestrian improvements for submittal will be selected during the next 30 days.

State gas tax funds freed up by the Street Maintenance Fee could be used to construct new sidewalk at key locations, install embedded crosswalk lighting at selected locations, and provide for installation of new street lights on collectors and at critical intersections lacking that lighting. These are all projects that cannot now be programmed because of the lack of funds.

Goal 1.B.

The Engineering Department continued to work with the Community Development Department in providing information for preparation of the Transit Action Plan to establish intra-city transit service and for enhancement of service on existing routes.

Goal 1.B. Tri-Met

The following are steps and timelines for adoption and implementation of the Tri-Met Action Plan. Adoption of the Tri-Met Action Plan provides the foundation for future communications with Tri-Met establishing service needs for specific populations and life needs.

1. March 2002 Council Workshop meeting reviewing and prioritizing community service needs.
2. August 2002 Council adoption of Tri-Met Action Plan.
3. December 2002 Council review of City's Tri-Met Action Implementation Program.
4. The Implementation Program components:
 - timeframes for funding-identified transit priorities
 - specific actions necessary to achieve Council goals.

Goal 1.C.

The Engineering Department will continue to look for opportunities to encourage the upgrading of ODOT facilities such as Hall Boulevard, Highway 217 and Highway 99W. None have been evident since the previous quarterly report.



Q-2, July 2002 Update

Goal 1.A.1. Roads

The Transportation Financing Strategies Task Force members and staff have met with two major businesses in Tigard regarding the potential implementation of the Street Maintenance Fee. John Wiitala, property manager for PacTrust, understands the need for maintenance of the City streets and fully supported the implementation of the Street Maintenance Fee to include the ROW and sidewalk maintenance elements. Jack Reardon of Washington Square properties expressed concerns about the fees and could not support fees that would be passed on to the tenants on those properties. He felt the residents should bear a greater portion of the load with a corresponding reduction on the businesses. A point that he brought up in the discussions is that Meier and Frank, Sears and TGIF own the properties their businesses are on and should be billed separately. This reduces the total amount that had been computed for Washington Square I and II.

Many of the larger businesses in Tigard do not have corporate offices in the state, and the local representatives typically are not authorized to make policy decisions for those businesses. Information packets, with cover letter giving notice of the potential implementation of the fee and requesting input, will be mailed out to those businesses.

The Task Force met on June 20, 2002, and decided to stay with the fees as recommended to Council in the Street Maintenance Fee Study Report. The fees are based on trip generation rates that are nationally recognized and accepted. Any changes to the fees calculated using these rates would be purely arbitrary.

The Task Force will meet sometime in the fall to explore alternative sources of funding for major street improvements. Potential sources could become feasible with the implementation of the Street Maintenance Fee. State gas tax funds freed up by the Fee could be used to float revenue bonds or obtain a loan from the Oregon Infrastructure Bank for the construction of major street projects. Another possibility is the creation of a City Traffic Impact Fee (TIF) to augment the Countywide TIF. Because the Task Force has been meeting for about a year and a half, the members expressed an interest in the Task Force being reconstituted to drop some members and add new members that could aid in the review of alternative sources of funds. This will be addressed in the fall when the Task Force meets again.

Proposed Wall Street Local Improvement District (LID): A major property owner in the area between Hall Boulevard and Hunziker Street had expressed strong interest in forming an LID to construct a road connecting Hall Boulevard with Hunziker Street. This proposed new street is shown as a future street improvement in the recently adopted Tigard Transportation System Plan. Council has directed the preparation of a Preliminary Engineer's Report to objectively review all relevant aspects of the project and report to Council on the feasibility of proceeding the formation of the LID to construct the project. A design consultant will be retained to perform the study and prepare the report. The Preliminary Engineer's Report is expected to be completed by March or April of 2003.



Q-1, April 2002 Update

Goal 1.A.2-3. Trail/Bicycles and Pedestrian Safety

State gas tax funds freed up by the Street Maintenance Fee could be used to construct new sidewalk at key locations, install embedded crosswalk lighting at selected locations, and provide for installation of new street lights on collectors and at critical intersections lacking that lighting. These are all projects that cannot now be programmed because of the lack of funds.

Goal 1.B. Work with Tri Met

The Engineering Department continued to work with the Community Development Department in providing information to support requests to Tri-Met for intra-City service, and for enhancement of service on existing routes.

Goal 1.B. Work with Tri Met

- Continued to develop and refine transit action plan.
- Met with Tri-Met and Westside Transportation Alliance to discuss program plan.
- Waiting for low-income census data.
- Planning to go to City Council work session in September to present draft transit action plan.

Goal 1.C. Work with Oregon Department of Transportation (ODOT)

The Engineering Department will continue to look for opportunities to encourage the upgrading of ODOT facilities such as Hall Boulevard, Highway 217 and Highway 99W. None have been evident since the previous quarterly report.

Goal 1.A.1. Roads

The Transportation Financing Strategies Task Force met on February 21st and approved the draft Street Maintenance Fee Study Report with modifications. The Task Force recommendations were presented to City Council at the March 19, 2002 Workshop Session. The Task Force recommended meetings with major businesses that would be the most affected before Council decides on whether or not to implement the fee. After presentation and discussion, Council directed staff and the Task Force to conduct meetings with those businesses to explain all relevant aspects of the fee and to answer any questions that may arise. This process will occur during the next few months.

The following are the next steps for possible implementation of the Street Maintenance Fee—

- April through June 2002: Meetings with some of the commercial entities that would be charged the most based on our fee calculations
- July 2002: Bring back Street Maintenance Fee to Council for further discussion and direction
- August/September 2002: Take action to implement fee if that is the Council direction.



Q-1, April 2002 Update

Goal 1.A.1. Roads cont'd.

The Task Force will continue to meet this calendar year to explore alternative sources of funding for major street improvements. Potential sources could become feasible with the implementation of the Street Maintenance Fee. State gas tax funds freed up by the Fee could be used to float revenue bonds or obtain a loan from the Oregon Infrastructure Bank for the construction of major street projects.

Goal 1.A.2-3.

State gas tax funds freed up by the Street Maintenance Fee could be used to construct new sidewalk at key locations, install embedded crosswalk lighting at selected locations, and provide for installation of new street lights on collectors and at critical intersections lacking that lighting. These are all projects that cannot now be programmed because of the lack of funds.

Goal 1.B.

Provided information on potential bus stops and existing infrastructure at those locations to the Community Development Department for the review of potential transit service in the City. Will continue to work throughout the calendar year with the Community Development Department in providing information to support requests to Tri-Met for intra-City service, and for enhancement of service on existing routes.

Transit Action Plan inventory and preliminary prioritization is complete. Waiting for census data on low-income population to finalize prioritization and analysis. Will be discussing Action Plan and program development with Tri-Met. Anticipate bringing Action Plan to Council for review and adoption in late summer.

Goal 1.C.

Notified ODOT of observed discrepancies or problems within the state facilities as follows:

- Reported faded striping on the Highway 217 overpass on Greenburg Road to ODOT. ODOT responded by stating the work would be added to their striping program. The work has not yet been performed. We will follow up with ODOT verbally and in writing until the problem is resolved.
- Requested restriping of the crosswalk on Hall Boulevard on the southbound approach adjacent to the Safeway store. The existing crosswalk markings were removed when ODOT resurfaced that intersection approach. This was requested over 3 months ago and has been turned over to ODOT maintenance for action. The work has not yet been performed.
- Submitted the expansion of Hall Boulevard to 5 lanes from Highway 99W to Durham Road for the \$400 ODOT bond issue. The project was rated 16th in the final ratings and did not make the list for implementation. We will continue to look for opportunities to support the upgrading of ODOT facilities such as Hall Boulevard, Highway 217 and Highway 99W.



Community Development/Public Works: Jim/Ed

GOAL 2: PARKS AND RECREATION

- A. Complete master plans for city parks (Summerlake, Fanno Creek Park expansion, Dog Park, etc.)
- B. Continue to work with and support the Youth Forum and youth activities (before and after school programs, Skateboard Park Committee).

Q-3, October 2002 Update

Goal 2.A. (Summerlake Park, Potso Dog Park, Cook Park, Woodard Park, Bonita Park)

Summerlake Park—

The first project at Summerlake Park will be the installation of an off-leash dog area, which is anticipated to open in late spring of next year. It is contemplated, at this time, that Summerlake Park Development Phase I, tentatively scheduled for FY '04, consists of the following:

- site prep and utilities
- parking area (7 spaces)
- children's play area in the northeast area (includes water play area & bathroom)
- children's play area near the ball field

The projected cost estimate for Phase I is \$388,500 + 10% contingency. We will refine this further during the upcoming budget process.

A first phase, which primarily consists of the playgrounds, bathrooms, and a water play feature, will generate much excitement and enthusiasm for park development at Summerlake Park.

Bonita Park—

Construction will begin in early 2003 and be completed by June 30, 2003. Park features to be built in Phase I are: playground, basketball courts, portable toilets, picnic shelter, and an open space lawn area.

Cook Park—

Phase II is scheduled to be completed in November.

Woodard Park—

New recreation features include a tot-lot playground, an elementary age playground and a picnic shelter. The Woodard Park features are anticipated to be installed in the spring of 2003.



Q-3, October 2002 Update

Goal 2.A. (Summerlake Park, Potso Dog Park, Cook Park, Woodard Park, Bonita Park) cont'd.

Potso Dog Park—

Opened and dedicated on Saturday, July 20. Attendance has been very good. The users and committee members have done an excellent job in “cleaning the area.”

Library Park Master Plan—

An RFP has been sent out seeking a Landscape Architect/Park Planner to prepare a Library Park Master Plan. RFPs are due by October 29 at 5:00 p.m. The process will include a public participation process and it is anticipated that the master plan will be completed by late winter or early spring.

Goal 2.B. Skateboard Park Task Force—

Recent meetings of the task force have focused on the site design/cost estimate and site location processes.

Three skate park design meetings were conducted. The proposed design will be presented to City Council on November 26 for Council approval. The city is presently talking to the school district about the possibility of locating the skate park facility at the Fowler School site on Tigard Street. The school district has yet to determine the availability of the site for city use. If and when it becomes available the city and school district will announce a date, time, and place for a community meeting to discuss the possibility of locating a skate park on Fowler School property.

Rich Carlson, Skateboard Park Task Force Chair, has begun a series of meetings designed to build interest in the upcoming fund-raising process. Many kids have been involved and he is looking for more adults to assist in this crucial process.

Goal 2.B. Middle School After-School Programs—

The middle school after-school program started up again shortly after the school year began. The city has applied to the National League of Cities for technical assistance to assist with setting up a Youth Advisory Council that would, in part, address issues raised in the Search Institute's Assets Survey. A subcommittee of the Youth Forum is exploring alternatives to continuing the elementary school lunch buddy program which was discontinued due to lack of funds.



Q-2, July 2002 Update

Goal 2.A. City Parks Master Plans—

The City Council approved the Summerlake Park and Bonita Park Master Plans on June 25, 2002. The first project at Summerlake Park will be the installation of an off-leash dog area. Major construction at Summerlake Park is tentatively scheduled to begin in FY 2002-03.

Bonita Park construction will begin in early 2003 and be completed by June 30, 2003. Park features to be built in Phase I at Bonita Park are: playground, basketball courts, portable toilets and an open space lawn area.

Cook Park, Phase II, will be completed this October. New recreation features at Woodard Park include a tot-lot playground, an elementary age playground and a picnic shelter. The Woodard Park features will be installed prior to June 30, 2003. Potso Dog Park is scheduled for completion the week of July 15. The Potso Dog Park dedication ceremony is set for July 20.

Goal 2.B. Youth Forum and Youth Activities

The Tigard-Tualatin School District will receive grant funds in the fall of 2003 to continue the after-school programs at the middle schools. Members of the Youth Forum are approaching community service clubs and churches for assistance with the after-school programs for snacks and supplies for programs. The results of the Assets Survey taken by students last school year will be shared this fall by the district. A Youth Advisory Council may be formed to provide youth a connection to the community to address some of the issues raised in the Assets Survey.

Goal 2.B. Skateboard Park Task Force—

Recent meetings of the Task Force have focused on the site-design/cost estimate process. On February 20, a general membership meeting was conducted. Approximately 80 people attended the meeting. The kids that attended the meeting participated in an exercise to determine what type of features they wanted to see in the Skateboard Park. An RFP to secure architectural design services was prepared and released on February 20. The city received five responses and they are currently being reviewed. It is anticipated that an architect will be hired no later than May 27. The architect-led design process will take eight to ten weeks to complete and will consist of three public meetings which will be widely publicized.

Continue to work with and support the Youth Forum and youth activities (before and after school programs, Skateboard Park Task Force).

Goal 2.B.

An expanded after-school program started at Twality Middle School on January 14. Representatives from the League of Oregon Cities, Washington County and the City of Tualatin spoke to the Youth Forum at the February 12 meeting about Youth Advisory Councils. The Youth Forum will pursue formation of a Youth Advisory Council in the coming months. The expanded after-school program is being offered at Fowler as well as at Twality until the end of the school year. Grant sources are being explored to continue the program in September.



Q-1, April Update

Goal 2.A. Summerlake Park

There have been four (4) Park Master Plan community, public input meetings pertaining to the Summerlake Park Master Plan (September 30, 1999, November 18, 1999, October 4, 2001 and December 5, 2001). Approximately twenty-five (25) people attended each meeting. The public input process has been completed and has resulted in the development of a proposed Summerlake Park Master Plan, which will be presented to the City Council for approval during the next quarter

The first project, if approved by City Council, will be the addition of an off-leash dog area. The development of the rest of the park, if approved by the City Council, will begin in FY 2003-04. The remaining proposed projects are: site preparation, irrigation systems, renovation of the existing ball field, parking, two children's playgrounds, water play area, pathways, covered picnic tables, landscaping, restroom, and a new maintenance building. The cost estimate for the proposed projects is \$801,020 (does not include maintenance building).

Cook Park

Cook Park expansion, phase one development, has been completed. Projects completed are: parking lot, 85th Avenue emergency access road, gazebo, butterfly meadow, sports fields, landscaping, and trails. Phase two development projects include the following: picnic shelter, tot lot playground, restroom facility, restroom/concession facility, maintenance building, additional parking, and infrastructure. Phase two has been awarded and construction will begin in April and be completed in November.

Woodard Park

New development at Woodard Park will consist of a tot lot, playground, and picnic shelter. The tot lot and picnic shelter will be installed this fiscal year. The playground will be installed in FY 2002-03.

Dog Park

The Coe Manufacturing site has been mapped by City engineering and cost estimates are currently being put together. The formal agreement with the landowner has been signed. As set forth in the agreement with the owner, the name of the Dog Park will be "Potso Dog Park." The name is in honor of the General Manager's dog.

A site design meeting was conducted with the Dog Park Committee on January 7. Design interests focused on perimeter fencing & gates, entry area, signage, furnishings (picnic tables and benches), identification of parking spaces, interior perimeter mulched path, smaller interior fenced area for small dogs and puppies, drinking area for dogs and landscaping.

The conditional use permit hearing is scheduled for April 15. Construction will begin as soon as the conditional use permit process is complete. Construction is scheduled to be completed, and will be opened to the public by June 15.



Community Development: Jim

GOAL 3: DOWNTOWN

- A.** Plan for the commuter rail station.
- B.** Review zoning and comprehensive plan standards in the downtown.
- C.** Work in conjunction with the Tigard Central Business District Association, Tigard Area Chamber of Commerce, and other interest groups on a downtown redevelopment plan.

Q-3, October 2002 Update

Goal 3.A-C.

The following are steps and timelines pertaining to Goal 3, subsections A-C:

1. April 2002 City Council status briefing on commuter rail.
2. April 2002 Mayor appoints downtown task force beginning review of community needs.
3. May—July 2002 downtown task force develop scope of review for planning project.
4. August 2002 Council update on scope of review.

This goal is dependent upon creation of task force, identification of issues, and consensus of approach. A detailed work program and schedule are dependent upon task force decisions and will be presented to Council.

- Three informational meetings with downtown business and property owners were held. The scope of the meetings was to discuss potential commuter rail benefits for the downtown.
- The meetings resulted in the following actions:
 - a. Scope for the commuter rail downtown station improvements which would consist of a station design package and a pedestrian circulation plan.
 - b. Recommendation to create a Downtown Task Force to deal with downtown issues, including downtown-related catalyst projects.



Q-2, July 2002 Update

Goal 3.A. Commuter Rail Station

- Two public meetings were held to determine the scope of work for the downtown area.
- The planning effort will include two major steps:
 1. Commuter rail station design phase in the next 5-10 months
 2. Assessment of traffic impacts associated with commuter rail park-and-ride operations—a traffic impact study needs to be done by August.

Q-1, April 2002 Update

Goal 3.A.B.C.

Staff is preparing a presentation on key issues related to downtown planning efforts for the May 8th Blue Ribbon Task Force.



Public Works: Ed

GOAL 4: WATER

- A. Continue to evaluate options for a long-term water supply.

Q-3, October 2002 Update

Goal 4.A. Bull Run Drinking Water Agency—

Phase II of the study is now complete. The consulting team of MSA/IUG and CH2Mhill presented the “Implementation Plan for the Formation of a Proposed Bull Run Regional Drinking Water Agency” to the Policy Steering Committee on September 26, 2002. The report is being studied and discussed by each participating agency. The projected deadline for the agencies to respond if they desire to continue working on the partnership is February 27, 2003. The Tigard City Council and Intergovernmental Water Board will be meeting monthly to discuss our options and recommendations on our future participation.

Goal 4.B. Joint Water Commission—

The Beaverton intertie is completed. Tigard is now receiving approximately two mgd through this connection. The JWC has recommended a study on the feasibility of a raw water pipeline from Scoggins reservoir to the treatment plant. The pipeline would serve to minimize “blow-by” losses during certain periods of time, thus, potentially increasing the amount of raw water available in treatment, which could allow Tigard to purchase more capacity from the Joint Water Commission. There have been brief preliminary discussions that once the Joint Water Commission members adopt their new water services agreement, Tigard may be asked to be a member, with limited water. This opportunity might be explored during the first six months of 2003.



Q-2, July 2002 Update

Goal 4.A. Long-Term Water Supply Options

Proposed Bull Run Regional Drinking Water Agency

Phase II of the study is underway. The Policy Steering Committee which is comprised of elected officials, have approved the criteria and recommend an IGA 190 agreements as the favored governance option. The consultant and staff members are working on the principles of the agreement. A regional open house is scheduled for Tigard on July 24th at 6:30 p.m. in the Water Auditorium.

Joint Water Commission

Tualatin Basin Water Supply Feasibility Study

The intertie with the City of Beaverton should be completed by the first of August of 2002 and we will continue to purchase surplus water from the Joint Water Commission. The Feasibility Study for the Tualatin Basin continues to move forward with the consultant working on the Alternative's Analysis and will be completing the field studies this summer.

Q-1, April 2002 Update

Goal 4.A.

Bull Run Regional Drinking Water Agency

Phase 2 of the study is underway. A consulting team of MSA/ IUG & CH2MHill has been selected by the 13 participating agencies to address those questions and issues that were recommended for further study in Phase 1. The Technical Advisory Committee chaired by Ed Wegner meets weekly and the Policy Steering Committee meets monthly to keep the project moving toward the August/September date for completion of the report. Once the four work groups get further along, we will update the IWB and City Council on areas of governance/legal, finance, engineering and public involvement.

Joint Water Commission

Our intertie with Beaverton should be completed by mid summer, and judging by the current filling pattern of the Scoggins reservoir, we should be able to purchase summer surplus water from the JWC. The feasibility study for the Tualatin Basin is moving forward. We have set the evaluation criteria and are now looking at the list of alternatives. This spring and summer the consultant will do the field work portion of the study.



Community Development/Administration: Jim/Liz

GOAL 5: GROWTH MANAGEMENT

- A. Continue to evaluate the results of the Bull Mountain study and discuss the findings with the residents. Cooperatively develop a course of action.
- B. Monitor the progress of the Durham Quarry development, receiving regular council updates.
- C. Consider ways to support the provision of affordable housing.
- D. Actively support implementation of the Washington Square Regional Center Plan.
- E. Evaluate the need and feasibility of having the Tigard Post Office Branch become the Tigard Post Office.

Q-3, October 2002 Update

Goal 5.A. Bull Mountain Study

1. March 2002 identify approaches for comprehensive survey of Bull Mountain residents to gauge support for the City's annexation of the area.
2. April 2002 initiate discussion with Washington County on next steps and their involvement.
3. April 2002 renewal of IGA for planning and building services for Bull Mountain.
4. Finalize scope of review and approach for review with City Council June 2002. Study will include education component.

Completion of this goal is dependent upon the involvement and support of Washington County.

- Riley research Associates surveyed 305 Bull Mountain and Tigard residents by phone to gauge support for annexation.
- The survey showed that support is clearly divided between City of Tigard and Bull Mountain residents. The majority of Bull Mountain residents surveyed did not support annexation, while the majority of Tigard residents surveyed did.
- On August 27, 2002, Council considered a resolution to begin an annexation plan, but it did not go forward.
- Questions still need to be answered regarding long-term provision of services to the area; staff is examining this issue.



Q-3, October 2002 Update
Goal 5 cont'd.

Goal 5.B. Monitor the progress of the Durham Quarry development, receiving regular Council updates.

1. March 2002 IGA addressing development and permitting for quarry project.
2. Regular Council updates provided.

Completion of this goal is dependent upon the development project proceeding forward.

1. Continued coordination on development of site, including bi-monthly progress meetings with the developer and impacted agencies.
2. Negotiations being finalized between Washington County and developer for purchase.

Goal 5.C. Affordable Housing

1. July 2002 produce Affordable Housing Action Plan for Council's review and adoption.
2. Provide information on affordable housing program to providers.
3. Monitor Metro's actions on affordable housing.

Affordable Housing Action Plan provides the foundation of Tigard's approach to the issue of providing affordable housing. The plan will lay out policy as well as approach to addressing this goal.

- In September, Council adopted the 26-page Affordable Housing Program as a comprehensive delineation of the City's efforts to emphasize and encourage affordable housing in the community.

The efforts include policies, goals, and strategies, as well as specific land use and non-land use affordable housing promotion measures.

Goal 5.D. Washington Square Regional Center Plan

1. December 2002 Development of Washington Square Regional Center Plan Implementation Program.
2. Funding strategy development.
3. Greenbelt strategy development.
4. Transit demand management strategy development.

Washington Square Regional Center Plan implementation includes development of several strategies. Involvement of Washington County, Beaverton, and Metro are critical to the success of this goal.



Q-3, October 2002 Update
Goal 5 cont'd.

- Funding strategy developed. Scheduled for Council adoption in November.
- Next step is to implement the strategy steps identified.
- TDM, greenbelt, and storm water components are included in long range planning work program.

Q-2, July 2002 Update

Goal 5.A. Evaluate Bull Mountain Study

- Bull Mountain annexation survey effort was initiated in May: both the city and the county selected Riley Research Associates to perform the survey.
- The survey is expected to be finalized by the end of July 2002.

Goal 5.B. Monitor Durham Quarry Development

Continued coordination on development of site, including monthly progress meetings with the developer and impacted agencies.

Goal 5.C. Affordable Housing

- Council review of an Affordable Housing Action Plan is scheduled for July 23, 2002. The plan is a compilation of all the local efforts undertaken to support and encourage affordable housing.
- Copies of the approved plan will be provided to affordable housing providers and to the Housing Advocacy Group of Washington County.

In April 2002 the city submitted a required progress report that describes how the city meets or could meet Metro's Urban Growth Management Functional Plan Title 7, Housing and Affordable Housing.

Goal 5.D. Washington Square Regional Center Implementation Plan

- A Draft Washington Square Regional Center Implementation Plan was prepared through collective effort of key city departments: Community Development, Engineering, Public Works, and Finance. The draft report is scheduled for Council review on July 16, 2002.
- Following the July Council meeting, two regional coordination meetings will be scheduled:
 1. Senior regional staff review in September/October; and
 2. Funding summit with elected officials in November.



Q-1, April 2002 Update

Goal 5.A.

Staff is working with Washington County to develop a scope of work and public outreach, including a value poll, for an annexation plan.

Goal 5.B.

In March, Council reviewed and signed the intergovernmental agreement with Tualatin and Washington County.

Q-1, April 2002 Update

Goal 5 cont'd.

Goal 5.C.

On February 19, Council discussed the adoption of new strategies to encourage affordable housing. Council decided to consider the creation of a special fund or set-aside to offset fees and charges imposed on affordable housing development as a part of the regular budget process. Council also decided to consider the allocation of \$500 to continue the City's membership in the Housing Advocacy Group (HAG).

Goal 5.D.

Staff is developing a Washington Square Regional Center Implementation Program. The internal funding group meets monthly to develop a funding strategy program for Council review by July.



Library: Margaret

GOAL 6: LIBRARY

- A. Council members will individually support promotion of the library construction bond.

Q-3, October 2002 Update

- Council members approved selection of the architectural, project management and general contractor firms for new library construction.
- Council members received monthly update presentations from the library director on the progress of the new library.
- Councilor Craig Dirksen was appointed as council liaison to the New Library Resource Team upon the resignation of Councilor Joyce Patton in August.
- Council members approved sale of new library construction bonds to the Oregon Economic and Community Development Department.
- Council members have assisted the public information campaign by helping spread the word about public involvement in the new library.

Q-2, July 2002 Update

Goal 6.A. Library Construction Bond

- The successful passage of the new Library bond measure benefited from the active involvement of Tigard's City Council in the public education process.
- Public appearances by Council members publicized the new library and the bond measure to groups and organizations in Tigard.
- Letters to the editor from Council members appeared in both the *Oregonian* and the *Tigard Times*. They provided background and rationale for the new library and bond measure.
- The Council helped keep the bond measure and the new library in the forefront as agenda items in their televised Council meetings.
- Both during and after the bond measure election, Council members gave press interviews about the proposed new library.
- Both Mayor Griffith and Councilor Patton were featured in the cable TV program "A Day in the Life of the Library," which aired in April and May. Their comments addressed questions about the new library proposal and the bond measure.
- Mayor Griffith's column in Cityscape raised issues related to the new library both during and after the election.



Q-1, April 2002 Update

Goal 6.A. cont'd.

Goal 6.A.

- Council members have participated in several presentations about the new library to groups and organizations throughout Tigard.
- Several Council members took part in the library site master plan meeting for the community on March 5.
- Mayor Griffith featured the new library project presentation at his Blue Ribbon Task Force meeting in March.
- Councilor Patton participated in an editorial board meeting with the *Tigard Times*, along with the City Manager, the Library Director and a citizen member of the New Tigard Library Construction Committee.
- Through public meetings with the Construction Committee and the Library Board, Council members have helped focus public attention on the bond measure and proposed new library.
- Council members, both individually and as a group, have advanced the City's public information efforts through televised programs on TVCA.



Administration: Liz

GOAL 7: COMMUNICATION

- A. Continue to meet with local, county, regional and state partners.
- B. Continue to improve and expand communication with Tigard citizens through the CIT program, Cityscape, Website, cable, media, Community Connectors, and other means.
- C. Support English-as-a-Second-Language programs in Tigard.

Q-3, October 2002 Update

Goal 7.A.

State Senator Ginny Burdick and State Representative Max Williams both made remarks at the August 13 Council meeting and answered questions. The Council met with the Budget Committee to discuss social service funding. At the beginning of the school year the Tigard High Student Envoy started attending the first Council meeting of each month again to present Tigard High news. Two Metro councilors attended a study session in July to discuss urban growth boundary issues.

Goal 7.B.

CITs—

The CIT meeting format will likely undergo a change beginning with the February 2003 meeting. Due to low attendance at the evening meetings but an at-home audience, the focus will shift to airing programs that educate and inform citizens about current issues. The proposed new program format will be discussed at the November 7 CIT meeting.

Cityscape—

Staff has recommended to Council that Cityscape's distribution method be evaluated. Although still quite popular, the newsletter information may be able to be communicated in a more cost-effective manner.

Website—

The website continues to be updated regularly. In the last quarter, a vendor application feature was added that allows vendors to register their name and services with the city which allows the city's purchasing department to search the system for available vendors to provide a specific service. A redesign of the Website is also underway to make room for new and enhanced features.



Q-3, October 2002 Update
Goal 7.B. cont'd.

Cable—

Two of the city's network staff members are now certified producer/directors. City staff and volunteers are now staffing City Council, Hearings Officer, and CIT productions.

Media—

Press releases continue to be issued weekly with nearly 90% printed.

Goal 7.C.

The library's Hispanic Teen Advisory Group (HTAG) met in July to plan the September 14 Mexican Independence Day celebration and to translate summer program materials. Two of the HTAG members volunteered at the September 14 event. The young adult librarian will meet monthly with HTAG at the high school.

Q-2, July 2002 Update

Goal 7.A. Local, county, regional, and state partners

During the second quarter, the City Council met with representatives of the Tigard-Tualatin School District and Tualatin Valley Fire and Rescue. The Budget Committee (with Council as members) held public hearings on the FY 2002-03 budget and forwarded a recommendation to Council which adopted a budget on June 11, 2002.

Goal 7.B.

CITs—

The June CIT meeting was taped on the morning of June 6 and aired that evening in the CIT's regular time slot on cable television. The pre-taped format allowed for different types of presentations. The July meeting was cancelled. The August and September meetings will be taped during the day to air in the evening.

Cityscape—

A new two-color format with photos was introduced with the June issue.

Website—

The information on the Website is continually updated (i.e., road closures, construction status, library programs). A new feature added in the last quarter is the Tigard City Council Action Recap which includes the previous month's meeting highlights and what's on the Council agenda for the coming month.



Q-2, July 2002 Update
Goal 7.B. cont'd.

Cable—

In June, the Land Use Hearings Officer meetings started airing on cable. The meetings are taped to air in the two weeks following each hearing.

Media—

Press releases continue to be issued weekly. In April and May over 90% of press releases submitted were printed.

Goal 7.C .

The library's Hispanic Teen Advisory Group (HTAG) met in May and June to discuss plans for programs. The charge of this group is to help plan programming targeting Hispanic families, to assist as translators at events, and make recommendations for materials to be added to the library collection. The HTAG is currently assisting in planning a festival which is scheduled for Saturday, September 14, 2002.

Q-1, April 2002 Update

Goal 7.A.

Annual meetings are scheduled with the Budget Committee, Planning Commission, Library Board, School District Board, Senior Center Board, and Tualatin Valley Fire and Rescue District Board. The Tigard High School Student Envoy reports to Council at the first meeting each month on school activities. The State Representative and Senator give periodic updates to the City Council over cable television, more often during the legislative session. During the last quarter, the Council met with the Planning Commission and the Library Board.

Goal 7.B.

CITs—

The June, July, August and September meetings may be taped to air later. Attendance is declining at the evening meetings to an average of 10 per meeting. The meetings will still be public but taping during the day will be a more efficient use of staff resources and allow for a variety of formats in one program.

Cityscape—

The format of the newsletter will be updated with added features beginning in June 2002

Website—

Content on the new Website is updated very quickly. A new feature to preview upcoming Council meeting agenda topics is in the works.



Q-1, April 2002 Update

Goal 7.B. cont'd.

Cable—

City staff and volunteers are being trained to operate the civic studio cameras and produce and direct cameras. In the last quarter, two programs were produced about the Tigard Library. The City's 40th birthday showcase production also aired.

Media—

Press releases continue to be issued weekly. Approximately 77% are printed.

Community Connectors—

Two connectors were added in the last quarter, both representing areas on Bull Mountain.

Goal 7.C.

Support “English as a Second Language” programs in Tigard.

In the last quarter, the library received a \$16,200 Library Services and Technology Act grant for its innovative “Hispanic Youth Initiative” project. The funds will help enhance collections and services for Hispanic populations with a focus on young adults.

A Hispanic Teen Advisory Group will be formed to advise the library as it expands Spanish language and English language learning materials including two computer work stations that will feature computer tutorials—English language learning software and Spanish language applications.

AGENDA ITEM # _____
FOR AGENDA OF November 12, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Resolution to Revise Resolution No. 00-08, City wide Personnel Policies, No. 41.0 Education & Training, and No. 42.0, Travel Authorization and Reimbursement

PREPARED BY: Sandy Zodrow DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Should Council adopt revisions to Resolution No. 00-08, City wide Personnel Policies, incorporating changes to No. 41.0, *Education and Training*, and No. 42.0, *Travel Authorization and Reimbursement*, as recommended by Finance and Human Resources?

STAFF RECOMMENDATION

Adopt revisions to Resolution No. 00-08, City wide Personnel Policies, incorporating changes to No. 41.0 and No. 42.0

INFORMATION SUMMARY

The Finance Department recently reviewed the City's policies and procedures regarding training, education, travel and expense reimbursement for City employees. These policies had not been updated in several years and IRS regulations regarding these expenditures needed to be reflected in the policies. This agenda item combines and updates the existing City wide Personnel Policies No. 41.0, *Education and Training* and No. 42.0, *Travel Authorization and Reimbursement*. The Finance Department has also developed a comprehensive Travel, Education, Travel and Expense Procedures document which supports these policies and provides the detail "how to's" on these subjects for City employees. Both the updated policies and the procedures have been reviewed and approved by Executive Staff. SEIU/OPEU Local 503 also reviewed the policies and had no suggested changes. This agenda item will adopt the revised policies. Procedural documents are administrative in nature and do not need Council adoption.

OTHER ALTERNATIVES CONSIDERED

Not applicable

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Not applicable

ATTACHMENT LIST

- 1) Resolution ____ revising Resolution 00-08, City Wide Personnel Policies, No. 41.0 Education and Training, and 42.0 Travel Authorization and Reimbursement
- 2) Exhibit A, Training, Education, Travel and Expense Policy

FISCAL NOTES

Not applicable

CITY OF TIGARD, OREGON

RESOLUTION NO. 02-_____

A RESOLUTION REVISING RESOLUTION 00-08, CITY WIDE PERSONNEL POLICIES, NO. 41.0 EDUCATION & TRAINING, AND 42.0 TRAVEL AUTHORIZATION & REIMBURSEMENT

WHEREAS, the City of Tigard has determined that No. 41.0, Education & Training, and No. 42.0, Travel Authorization & Reimbursement, of the City Wide Personnel Policies are in need of updating to comply with IRS regulations and internal financial auditing practices,

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The proposed revisions to Nos. 41.0 and 42.0 of the City Wide Personnel Policies, previously adopted by Council under Resolution 00-08, and attached as Exhibit A are hereby adopted

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2002.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

TRAINING, EDUCATION, TRAVEL, AND EXPENSE POLICY

A. Purpose

The City recognizes the value of allowing employees to participate in conferences, seminars, training, college courses, and meetings that will enhance the employee's ability to provide a high level of public service. City officials and employees should exercise good judgment, regard for economy, and recognition of proper use of public monies when selecting training, meetings, courses, conferences, etc. in connection with City business.

Also, this policy establishes guidelines regarding travel for the conduct of official City business and for the payment of, or reimbursement of, expenses incurred while performing such travel. All employees are expected to follow the guidelines outlined in this policy.

B. Scope

This policy is applicable to all City departments. Departments may apply additional requirements so long as they are equal to or more restrictive than these standards. This policy works in conjunction with all collective bargaining contracts and the Training, Education, Travel and Expense Procedures.

C. Policy Statement

Training, education, and travel expenses must have a public purpose and serve the public interest. All training, education, and travel expenses must be reasonable and necessary to conducting City business. All training, education, and travel expenses must be pre-approved by the department director and the City Manager. Persons traveling on City business are expected to be prudent and only incur costs they normally would incur if traveling on their own expense. Travel expenses solely for the benefit of an individual are not allowable. The City will not pay travel costs for persons not employed by the City unless the person 1) incurs the cost as a member of the City Council or a committee, or 2) has traveled at the specific request of the City, or 3) is serving as a volunteer to a City program, or 4) is providing services under a contract requiring such payment, or 5) is approved by the City Manager.

D. Training and Education

The term "training" as used in this policy is intended to include conferences, seminars, workshops, one day courses at an educational facility or on-line, or other professional development programs of a similar nature. The term "college courses" is used to describe coursework taken through or on-line from an accredited college, university, and/or business or technical school.

The Training and Education policy is intended to apply only to programs that:

- Enhance the employee's job performance, and
- Serve as a beneficial retention tool in keeping high quality employees

Training programs, not college courses, are intended for career development purposes. Supervisors need to be very clear regarding the expectations they may create regarding such things as future job opportunities with employees when paying or reimbursing for training that is related to career development.

Applicable collective bargaining agreements must be consulted for language specific to training and/or educational reimbursement policies.

The City Manager shall sign-off on all travel/ training authorization forms.

The City retains the right to determine the mode of transportation most appropriate to the type of travel involved. Employees should consult the Training, Education, Travel and Expense Procedures for reimbursable modes of transportation.

Training Plan

All department directors requesting funding for any training and/or college course for their staff shall prepare a written departmental Training Plan as part of their annual budget submittal, which must include an explanation of the following:

- The requested funding for training and college courses for their department.
- A clear justification for each requested amount.
- An explanation of how these expenditures relate to the employee's career development plans and/or performance goals.
- A prioritization of these requested expenditures in the event not all requests are approved.

The Training Plan will be submitted to the City Manager for review and final approval. Until the Training Plan has been approved by the City Manager, requests for training and/or college courses will not be authorized. Once the department Training Plan has been approved, all training and/or college courses approved for staff participation will follow the plan description.

Supervisors should discuss training and/or college course work goals with the employee in their regular performance evaluation session and they should be specifically detailed in their written evaluation form.

Training

Department directors need to evaluate the value of the proposed training and whether it is the best way to acquire the information for the City. All training must be tied to the department's Training Plan.

The City will pay for all registration fees for mandatory training programs. Employees should consult the Training, Education, Travel and Expense Procedures for reimbursable expenses related to travel, meals, and lodging in conjunction with training. Travel time will be handled according to applicable collective bargaining agreements and/or City policy, state or federal law, as appropriate.

When appropriate, employees may be asked to share/present information they have received from their training to others in the department.

Participants must complete an evaluation summary form regarding the training program available from Human Resources after attendance at training. This form will be placed in the employee's personnel file.

The department director may authorize the payment of expenses for voluntary training as they deem appropriate providing the training is beneficial to the department and/or City operations and included in the Training Plan.

All arrangements for training will be made in the most cost and time efficient manner as possible.

Only expenses for the employee will be paid for. All books and materials paid for by the City of Tigard will become the property of the City.

Education (College Courses)

The City does not intend to pay employees to obtain college degrees. Rather, it will reimburse for individual college courses only. The course must be related to the current job that the employee holds, as described in their current job classification description.

Mandatory college courses, which are related to the employee's current job, shall have tuition, books and hours attended paid for by the City. Employees should consult the Training, Education, Travel and Expense Procedures for reimbursable expenses related to travel, meals, and lodging. College courses that are not mandatory, but are job related, will have only tuition, books, and related materials (to be retained by the City) paid for by the City. Non-mandatory college courses that are not job related shall have none of the above paid for by the City.

In those instances where the City reimburses for some or all of the expenses, employees must document satisfactory completion of the course.

To be eligible for reimbursement of non-mandatory college courses that are job related as described above, employees must receive a grade of "C" or better, or "Passing" for the course and provide written evidence of that to their supervisor. If the employee does not receive a passing grade for the course, they will not be reimbursed.

The City will provide tuition reimbursement for college coursework not to exceed the tuition level established by the State of Oregon Higher Education Department for State colleges/universities. Department directors need to explore less costly college courses available at other institutions before finalizing their Training Plans.

Prior to an employee participating in a college course, which may include reimbursement by the City, the employee will be required to sign a written authorization to have any costs paid for by the City deducted from their final paycheck, should they fail to comply with the reimbursement guidelines.

The following reimbursement guidelines shall be enforced when an employee separates from the City service for any reason except involuntary dismissal:

- Within one year of the completion date of the class, 100% of the amount of reimbursement will be deducted from the employee's final paycheck.
- Between one and two years after the completion date of the class, 50% of the amount of the reimbursement will be deducted from the employee's final paycheck.

If the reimbursement amount owed is more than the final paycheck, the employee must pay off the remaining amount. Failure to re-pay the amount owed to the City will result in the outstanding amount being turned over to a collection agency.

Department directors are responsible for monitoring these reimbursement requirements.

E. Travel and Expense

The City of Tigard will only pay or reimburse travel, meal and other expenses that are deemed non-taxable by the IRS unless specified by union contract. The paid and reimbursement amounts will be determined by IRS guidelines when applicable. Employees should consult the Training, Education, Travel and Expense Procedures for detail on which expenses will be paid or reimbursed.

Employees may not accrue frequent flyer miles for personal use. If employees do accrue personal frequent flyer miles while traveling for City business, the miles must be retained and applied to City travel in the future.

The City retains the right to determine the mode of transportation most appropriate to the type of travel involved.

Employees are encouraged to use City pool vehicles when appropriate. The City will not reimburse for private vehicle use unless City pool cars are not available and the employee's supervisor approves usage of a private vehicle. Employee's personal insurance information must be on file with the Risk Management Division before a personal vehicle can be used for City business. Private vehicle usage that meets the preceding requirements will be reimbursed at the federal mileage rate.

Travel time will be handled according to applicable collective bargaining agreements and/or City policy, state, federal law, as appropriate.

Any expenses for family members or other non-City employees who accompany the employee on a trip are not reimbursable.

AGENDA ITEM # _____
FOR AGENDA OF November 14, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Appointment of Tricia Bull to the Tree Board

PREPARED BY: Susan Koepping DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Appointment of Tricia Bull as a member of the Tree Board.

STAFF RECOMMENDATION

Appoint Tricia Bull to the Tree Board.

INFORMATION SUMMARY

Attached is a resolution which, if adopted, would approve the appointment of Tricia Bull to the Tree Board to complete the term vacated by Sharon Rollins. This term ends April 30, 2005. Ms Bull has served as an alternate to the Tree Board, having been appointed in August, 2002.

OTHER ALTERNATIVES CONSIDERED

None

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Visioning Goal Community Character and Quality of Life: The city will maximize the effectiveness of the volunteer spirit to accomplish the greatest good for our community.

ATTACHMENT LIST

Information about the candidate.

FISCAL NOTES

There is no cost associated with this action.

CITY OF TIGARD, OREGON

RESOLUTION NO. 02-_____

A RESOLUTION OF THE TIGARD CITY COUNCIL APPOINTING TRICIA BULL TO THE TREE BOARD.

WHEREAS, an opening exists on the Tree Board with the resignation of Sharon Rollins, and

WHEREAS, the current alternate to the Tree Board, Tricia Bull, has expressed an interest in becoming a member, and

WHEREAS, the Mayor's Appointments Advisory Committee interviewed Ms Bull on July 11, 2002.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Tricia Bull is appointed as a Tree Board member to complete the term originated by Sharon Rollins. That term expires April 30, 2005.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2002.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

Information on the November 14, 2002, Tree Board appointee

Tricia Bull

Tricia has lived in Tigard for 8 years and currently resides in the NE corner of the city. A graduate of Northwestern University in Journalism, Tricia is a freelance writer and an active volunteer with the Tigard Library, and the Oregon Environmental Council among others. She was appointed as an alternate in August, 2002.

AGENDA ITEM # _____
FOR AGENDA OF November 12, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE A RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN THE FACILITY FUND TO PAY FOR SPACE PLANNING SERVICES FOR CITY HALL AND THE OLD CITY LIBRARY AND AMENDING THE FY 2002-03 CAPITAL IMPROVEMENT PLAN.

PREPARED BY: Craig Prosser DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Should the Council amend the FY 2002-03 Adopted Budget and the FY 2002-07 Approved CIP to amend one project to provide funds to begin the space planning portion of the City Hall and old library renovation and upgrade project in FY 2003-04?

STAFF RECOMMENDATION

Approve Budget Amendment #4

INFORMATION SUMMARY

The FY 2002-07 Capital Improvement Plan (CIP) approved by Council in June 2002 includes capital improvements needed for all City facilities over the next five years. It identifies projects by major capital system (City Facilities, Parks, Streets, Water, etc.), lists projects by the year in which they are expected to be built, and identifies the City fund that will pay for these improvements. The annual City Budget appropriates funds in individual City funds to pay the costs of projects identified in the first year of the Plan.

This project was not originally planned for FY 2002-03, but it is necessary to proceed at this time to make sure plans are in place at the time the old library is vacated. Construction of this project will actually begin at that time.

It is necessary to transfer funds from the facility Fund contingency to allow preliminary design and space planning to proceed.

OTHER ALTERNATIVES CONSIDERED

Leave the Budget and CIP as adopted in June 2002.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

NA

ATTACHMENT LIST

Resolution and budget work sheet showing the transfer.

FISCAL NOTES

This amendment will provide for timely space planning and development of a plan for efficient use of space to achieve the lowest possible remodeling expense while meeting the needs of citizens and staff. *NOTE: the exact amount of transfer will be forwarded to Council in Council Mail on 11/8/02 once the interview team have determined their recommended consulting firm to provide the services.*

CITY OF TIGARD, OREGON

RESOLUTION NO. 02-_____

A RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN THE FACILITY FUND TO PAY FOR SPACE PLANNING SERVICES FOR CITY HALL AND THE OLD CITY LIBRARY AND AMENDING THE FY 2002-03 CAPITAL IMPROVEMENT PLAN.

WHEREAS, Tigard voters approved the issuance of bonds to replace the existing City library with a new facility located on SW Hall Blvd. and Wall St., and

WHEREAS, the current City library building will be converted into office space for other City departments, and

WHEREAS, it is necessary to hire professional space planning services to develop a plan for the efficient use of space in the old library building and City Hall with the lowest possible remodeling expense, and

WHEREAS, the renovation and upgrade of the old City library and City Hall has been included in the City's five-year Capital Improvement Plan (CIP), but not until FY 2004-05 and FY 2005-06, and

WHEREAS, it is necessary to amend the FY 2002-03 Budget and CIP to provide funds to begin the space planning portion of the City Hall and old library renovation and upgrade project.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1. The FY 2002-03 Budget of the City of Tigard is hereby amended as shown on Exhibit A, to transfer \$_____ from the Facility Fund contingency to Capital Improvements to begin space planning efforts for City Hall and the old City library building.

SECTION 2. The FY 2002-03 Capital Improvement Plan of the City of Tigard is hereby amended to add a new project in the City Facilities System for the Renovation and Upgrade of City Hall and the Old City Library (space planning) to be paid for out of the Facility Fund.

SECTION 3. This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2002.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

Attachment A
FY 2002-03
Budget Amendment # 4

	FY 2002-03 Revised Budget	Budget Amendment # 4	Revised Revised Budget
Facility Fund			
Resources			
Beginning Fund Balance	2,795,619		2,795,619
Interest Earnings	421,247		421,247
Bond Proceeds/Principal	13,000,000		13,000,000
Transfers In from Other Funds	715,746		715,746
Total	\$16,932,612	\$0	\$16,932,612
Requirements			
Capital Improvements	\$4,032,500	\$0	\$4,032,500
Contingency	\$290,000	\$0	\$290,000
Total Requirements	\$4,322,500	\$0	\$4,322,500
Ending Fund Balance	12,610,112		12,610,112
Grand Total	\$16,932,612	\$0	\$16,932,612

AGENDA ITEM # _____
FOR AGENDA OF 11/12/02

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE LCRB – Award Proposal for Architectural Services for City Facility Remodel

PREPARED BY: Loreen Mills DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Should the Local Contract Review Board award an Architectural Services proposal for City Facility Remodeling which is planned for 04/05?

STAFF RECOMMENDATION

Award the proposal to the architectural design firm who is determined to be the best qualified through the interview process and authorize the City Manager to sign the personal services contract with the firm selected. *NOTE: Staff will conduct interviews on 11/5 & 11/6 and provide information on the recommended firm in Council Mail dated 11/8/02.*

INFORMATION SUMMARY

Tigard citizens have approved a bond for the construction of a new Library. As part of the bond measure process, the City assured citizens that the existing Library and City Hall buildings would be remodeled to accommodate the programming needs of administrative departments of the City for the next 10 years.

In order to facilitate the timing of remodeling and relocation of administrative staff, the DUST Committee (Divvy Up Space & Technology) has been formed consisting of staff representatives from various departments to proceed with planning and implementation. This Committee has set the following goals for the remodel and relocation that is planned for 04/05:

Better serve our customers (internal & external);	Maximize space utilization;
Create efficient work environments; and	Provide appropriate customer confidentiality.

As a result of these goals, the DUST Committee has determined that any space design or remodel construction must be based on the following assumptions:

- ☞ Rearrangement of staff will occur (one of the structures would be designated for a one-stop permitting center while the other structure would house other administrative support staff);
- ☞ Finance Department staff will move out of the Water Building and into the office campus at 13125 SW Hall Blvd.;
- ☞ Staff and program impacts will anticipate fiscal projections and service impacts and will include a review of storage needs; and
- ☞ Limited funding is available for building improvements thus options must be cost effective with limited new walls in either building (though the existing Library Building is anticipated to need more than City

Hall) with internal building upgrading anticipated. The DUST Committee refers to the building improvements as being “bare bones improvements” while meeting the Committee’s goals.

To determine the best and most efficient programming/space design and remodel construction cost estimates, staff issued an RFP for this work to be completed in time to phase in adequate budget set aside in the next two fiscal years. Responses to the RFP were received on 10/28/02 from the following firms and the **firm names in bold** have been invited in for interviews with a staff interview team on 11/5 and 11/6/02.

Bainbridge Design, Inc.

319 SW Washington, Suite 914
Portland, OR 97204

Crow/Clay & Associates, Inc.

1901 NW Northrup Street
Portland, OR 97209

LRS Architects, Inc.

1121 SW Salmon Street, Suite 100
Portland, OR 97205

Plan Company Architecture

707 Madison Street
Oregon City, Oregon 97045

Ralston Architects

15256 NW Greenbrier Parkway
Beaverton, OR 97006

Yost, Grube, Hall Architecture

1211 SW 5th Avenue, Suite 2700
Portland, OR 97204

City Purchasing Rules note that proposals over \$25,000 must be processed through the Local Contract Review Board (LCRB). As anticipated, the proposals exceed that dollar amount.

Work time line is scheduled for 11/15/02 through 1/21/03. This will allow for adequate information and plans to be in place for use in the budgeting process for the 03-04 fiscal year.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

ATTACHMENT LIST

- ☞ Excerpt from RFP generally defining the scope of work.
- ☞ Contract for personal services is the City’s boilerplate contract which has not been included in this packet due to its length. However, this contract can be viewed in the City Recorder’s office or on the City’s web site under the RFP for this project.

A timeline for the project will be provided in Council Mail on 11/8/02 once the interview team determines which candidate to recommend to LCRB for approval.

FISCAL NOTES

The cost of this project will be determined by the interview team once interviews are completed and firm references are checked. *This will be provided in Council Mail on 11/8/02.*

Architectural Services for Tigard Facility Remodel RFP Excerpt

SCOPE OF WORK

The City of Tigard (City) and the Architect (Consultant) agree that the following services shall be provided by the Consultant for the programming/space design and remodel construction cost estimates for the 04/05 remodel of selected City buildings, hereinafter called "Project." The completed Project is intended to result in a final report which would provide details of the phased work as expressed below:

Phase I: The building programming services and schematic design options shall address relative sizes and interrelationships of the elements that are defined in this phase. The prime objective is to arrive at a clearly defined, feasible concept and to present it in a form that is understandable by lay-staff. The secondary objectives are to clarify the best use of buildings, explore the most promising alternative design solutions, and to develop a reliable basis for analyzing the cost of the project.

Phase II: Based on the schematic design option(s) of choice selected by the City (not more than 2), the 04/05 remodel construction cost estimates will be developed by the Consultant. These will identify the structural system changes that can be legally occupied and fully used for the intended functions as remodeled, as well as mechanical/electrical/phone/data systems, plumbing changes and lighting system upgrades which will be anticipated to be in place to provide for efficient and effective space use. It is anticipated that this phase also consists of evaluating the elements of the project for integration of green building concepts to produce a building that embraces sustainable principles.

ATTACHMENT D SAMPLE CONTRACT

CITY OF TIGARD, OREGON ARCHITECTURAL SERVICES CONTRACT

THIS AGREEMENT, made and entered into this (Day) day of (month), (year), by and between the City of Tigard, a municipal corporation, hereinafter referred to as the "City," and (Name and Address of Firm), whose authorized representative is (Name of Representative), and having a principal being a registered architect of the State of Oregon, hereinafter referred to as the "Architect."

W I T N E S S E T H

WHEREAS, the City's Fiscal Year (Fiscal Year dates - i.e. 2002-03) budget provides for the services of an Architect for the design and construction of (File Name & Project Number);

WHEREAS, the accomplishment of the work and services described in this Agreement is necessary and essential to the program of the City; and

WHEREAS, the City desires to engage the Architect to render professional architectural services for the project described in this Agreement, and the Architect is willing and qualified to perform such services.

IN CONSIDERATION of the promises and covenants contained herein, the parties hereby agree as follows:

1. Architect's Scope of Services

The Architect shall perform professional architectural services relevant to the Project in accordance with the terms and conditions set forth herein, and as provided in Exhibit 1, which is attached hereto and by this reference made a part of this Agreement.

2. Effective Date and Duration

This agreement shall become effective upon the date of execution by the City's Local Contract Review Board, and shall expire, unless otherwise terminated or extended, on completion of the work or June 30, 2003 whichever comes first. All work under this Agreement shall be completed prior to the expiration of this Agreement.

3. Architect's Fee

A. Basic Fee.

- (1.) As compensation for Basic Services as described in Exhibit 1 of this Agreement, and for services required in the fulfillment of Paragraph 1, the Architect shall be paid on an hourly rate based upon the "Schedule of Rates" in Exhibit 1 of this agreement, which shall constitute full and complete payment for said services and all expenditures which may be made and expenses incurred, except as otherwise expressly provided in this Agreement. The Basic Fee shall not exceed the amount of (Amount of dollars expressed in words) dollars (\$Amount of dollars expressed numerically) without prior written authorization.
- (2.) The parties hereto do expressly agree that the Basic Fee is based upon the Scope of Services to be provided by the Architect and is not necessarily related to the estimated construction cost of the Project. In the event that the actual construction cost differs from the estimated construction cost, the Architect's compensation will not be adjusted unless the Scope of Services to be provided by the Architect changes and is authorized and accepted by the City.

B. Payment Schedule for Basic Fee.

Payments shall be made upon receipt of billings based on the work completed. Billings shall be submitted by the Architect periodically, but not more frequently than monthly. Payment by the City shall release the City from any further obligation for payment to the engineer for service or services performed or expenses incurred as of the date of the statement of services. Payment shall be made only for work actually completed as of the date of invoice. Payment shall not be considered acceptance or approval of any work or waiver of any defects therein.

C. Payment for Special Services.

Only when directed in writing by the City, the Architect shall furnish or acquire for the City the professional and technical services based on the hourly rate schedule as described in Exhibit 1 of this contract for minor project additions and/or alterations.

D. Certified Cost Records.

The Architect shall furnish certified cost records for all billings pertaining to other than lump sum fees to substantiate all charges. For such purposes, the books of account of the Architect shall be subject to audit by the City. The Architect shall complete work and

cost records for all billings on such forms and in such manner as will be satisfactory to the City.

E. Contract Identification.

The Architect shall furnish to the City its employer identification number, as designated by the Internal Revenue Service, or social security number, as the City deems applicable.

F. Payment – General.

- (1.) Architect shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- (2.) Architect shall pay employees at least time and a half pay for all overtime worked in excess of 40 hours in any one week except for individuals under the contract who are excluded under ORS 653.010 to 653.261 or under 29 USC sections 201 to 209 from receiving overtime.
- (3.) Architect shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention incident to sickness or injury to the employees of Architect or all sums which Architect agrees to pay for such services and all moneys and sums which Architect collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
- (4.) The City certifies that sufficient funds are available and authorized for expenditure to finance costs of this contract.
- (5.) Architect shall make payments promptly, as due, to all persons supplying services or materials for work covered under this contract. Architect shall not permit any lien or claim to be filed or prosecuted against the City on any account of any service or materials furnished.
- (6.) If Architect fails, neglects or refuses to make prompt payment of any claim for labor, materials, or services furnished to Architect, sub-consultant or subcontractor by any person as such claim becomes due, City may pay such claim and charge the amount of the payment against funds due or to become due to the Architect. The payment of the claim in this manner shall not relieve Architect or their surety from obligation with respect to any unpaid claims.

4. Ownership of Plans and Documents: Records

- A. The field notes, design notes, and original drawings of the construction plans, as instruments of service, are and shall remain, the property of the Architect; however, the City shall be furnished, at no additional cost, one set of previously approved reproducible drawings, on 3 mil minimum thickness mylar as well as diskette in "DWG" or "DXF" format, of the original drawings of the work.
- B. The City shall make copies, for the use of and without cost to the Architect, of all of its maps, records, laboratory tests, or other data pertinent to the work to be performed by the Architect pursuant to this Agreement, and also make available any other maps, records, or other materials available to the City from any other public agency or body.
- C. The Architect shall furnish to the City, copies of all maps, records, field notes, and soil tests which were developed in the course of work for the City and for which compensation has been received by the Architect at no additional expense to the City except as provided elsewhere in this Agreement.

5. Assignment/Delegation

Neither party shall assign, sublet or transfer any interest in or duty under this Agreement without the written consent of the other and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented. If City agrees to assignment of tasks to a subcontract, Architect shall be fully responsible for the acts or omissions of any subcontractors and of all persons employed by them, and neither the approval by City of any subcontractor nor anything contained herein shall be deemed to create any contractual relation between the subcontractor and City.

6. Architect is Independent Contractor

- A. The City's project director, or designee, shall be responsible for determining whether Architect's work product is satisfactory and consistent with this agreement, but Architect is not subject to the direction and control of the City. Architect shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 3 of this Agreement.
- B. Architect is an independent contractor and not an employee of City. Architect acknowledges Architect's status as an independent contractor and acknowledges that Architect is not an employee of the City for purposes of workers compensation law, public

employee benefits law, or any other law. All persons retained by Architect to provide services under this contract are employees of Architect and not of City. Architect acknowledges that it is not entitled to benefits of any kind to which a City employee is entitled and that it shall be solely responsible for workers compensation coverage for its employees and all other payments and taxes required by law. Furthermore, in the event that Architect is found by a court of law or an administrative agency to be an employee of the City for any purpose, City shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Architect under the terms of the agreement, to the full extent of any benefits or other remuneration Architect receives (from City or third party) as a result of said finding and to the full extent of any payments that City is required to make (to Architect or to a third party) as a result of said finding.

- C. The undersigned Architect hereby represents that no employee of the City or any partnership or corporation in which a City employee has an interest, has or will receive any remuneration of any description from the Architect, either directly or indirectly, in connection with the letting or performance of this Agreement, except as specifically declared in writing.
- D. If this payment is to be charged against Federal funds, Architect certifies that he/she is not currently employed by the Federal Government and the amount charged does not exceed his/her normal charge for the type of service provided.
- E. Architect and its employees, if any, are not active members of the Oregon Public Employees Retirement System and are not employed for a total of 600 hours or more in the calendar year by any public employer participating in the Retirement System.
- F. Architect certifies that it currently has a City business tax receipt or will obtain one prior to delivering services under this Agreement.
- G. Architect is not an officer, employee, or agent of the City as those terms are used in ORS 30.265.

7. Indemnity

- A. The City has relied upon the professional ability and training of the Architect as a material inducement to enter into this Agreement. Architect represents to the City that the work under this contract will be performed in accordance with the professional standards of skill and care ordinarily exercised by members of the architectural/engineering profession under similar conditions and circumstances

as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of an Architect's work by the City shall not operate as a waiver or release. Acceptance of documents by City does not relieve Architect of any responsibility for design deficiencies, errors or omissions.

- B. Claims for other than Professional Liability. Architect shall defend, save and hold harmless the City of Tigard, its officers, agents, and employees from all claims, suits, or actions and all expenses incidental to the investigation and defense thereof, of whatsoever nature, including intentional acts resulting from or arising out of the activities of Architect or its subcontractors, sub-consultants, agents or employees under this contract. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.
- C. Claims for Professional Liability. Architect shall defend, save and hold harmless the City of Tigard, its officers, agents, and employees from all claims, suits, or actions and all expenses incidental to the investigation and defense thereof, arising out of the professional negligent acts, errors or omissions of Architect or its subcontractors, sub-consultants, agents or employees in performance of professional services under this agreement. Any design work by Architect that results in a design of a facility that is not readily accessible to and usable by individuals with disabilities shall be considered a professionally negligent act, error or omission.
- D. As used in subsections B and C of this section, a claim for professional responsibility is a claim made against the City in which the City's alleged liability results directly or indirectly, in whole or in part, from the quality of the professional services provided by Architect, regardless of the type of claim made against the City. A claim for other than professional responsibility is a claim made against the City in which the City's alleged liability results from an act or omission by Architect unrelated to the quality of professional services provided by Architect.

8. Insurance

Architect and its subcontractors shall maintain insurance acceptable to City in full force and effect throughout the term of this contract. Such insurance shall cover all risks arising directly or indirectly out of Architect's activities or work hereunder, including the operations of its subcontractors of any tier. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of City and that any other

insurance maintained by City is excess and not contributory insurance with the insurance required hereunder.

The policy or policies of insurance maintained by the Architect and its subcontractors shall provide at least the following limits and coverages:

A. Commercial General Liability Insurance

Architect shall obtain, at Architect's expense, and keep in effect during the term of this contract, Comprehensive General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form (1996 ISO or equivalent). This coverage shall include Contractual Liability insurance for the indemnity provided under this contract. The following insurance will be carried:

<u>Coverage</u>	<u>Limit</u>
General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	1,000,000
Personal & Advertising Injury	1,000,000
Each Occurrence	1,000,000
Fire Damage (Any one fire)	50,000
Medical Expense (Any one person)	5,000

B. Professional Liability

Architect shall obtain, at Architect's expense, and keep in effect during the term of this contract, Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts. Combined single limit per occurrence shall not be less than \$1,000,000, or the equivalent. Annual aggregate limit shall not be less than \$2,000,000.

C. Commercial Automobile Insurance

Architect shall also obtain, at architect's expense, and keep in effect during the term of the contract (Symbol 1 or Symbols 8 and 9 as applicable) Commercial Automobile Liability coverage on an "occurrence" form including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$1,000,000.

D. Workers' Compensation Insurance

The Architect, its subcontractors, if any, and all employers providing work, labor or materials under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide Oregon workers' compensation coverage for their workers who work at a single location within Oregon for more than 30 days in a calendar year. Architects who perform work without the assistance or labor

of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 each accident.

E. Additional Insured Provision

The Commercial General Liability Insurance Policy and other policies the City deems necessary shall include the City its officers, directors, and employees as additional insureds with respect to this contract. Coverage will be endorsed to provide this coverage and a copy of the endorsement will be provided to the City along with the certificate of insurance

F. Extended Reporting Coverage

If any of the aforementioned liability insurance is arranged on a "claims made" basis, Extended Reporting coverage will be required at the completion of this contract to a duration of 24 months or the maximum time period the Architect's insurer will provide such if less than 24 months. Architect will be responsible for furnishing certification of Extended Reporting coverage as described or continuous "claims made" liability coverage for 24 months following contract completion. Continuous "claims made" coverage will be acceptable in lieu of Extended Reporting coverage, provided its retroactive date is on or before the effective date of this contract.

G Notice of Cancellation

There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the City. Any failure to comply with this provision will not affect the insurance coverage provided to the City. The 30 days notice of cancellation provision shall be physically endorsed on to the policy.

H. Insurance Carrier Rating

Coverage provided by the Architect/Engineer must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

I. Certificates of Insurance

As evidence of the insurance coverage required by the contract, the Architect shall furnish a Certificate of Insurance to the City. No contract shall be effected until the required certificates have been received and approved by the City. The certificate will specify and document all provisions within this contract. A renewal certificate will be sent to the address below ten days prior to coverage expiration. As previously mentioned, additional insured

endorsements will be provided to the city along with the certificates of insurance.

J. Primary Coverage Clarification

The parties agree that Architect's coverage shall be primary to the extent permitted by law. The parties further agree that other insurance maintained by the City is excess and not contributory insurance with the insurance required in this section.

K. Cross-Liability Clause

A cross-liability clause or separation of insureds clause will be included in all general liability, professional liability, pollution, and errors and omissions policies required by this contract.

Architect's insurance policy shall contain provisions that such policies shall not be canceled or their limits of liability reduced without 30 days prior notice to City. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, or at the discretion of City, in lieu thereof, a certificate in form satisfactory to City certifying to the issuance of such insurance shall be forwarded to:

Loreen Mills, Risk Manager

City of Tigard

13125 SW Hall Blvd.

Tigard, Oregon 97223

Business Phone: 503-718-2417

Business Fax: 503-639-6795

Email

Address:

loreen@ci.tigard.or.us

Such policies or certificates must be delivered prior to commencement of the work. Thirty days cancellation notice shall be provided City by certified mail to the name at the address listed above in event of cancellation or non-renewal of the insurance.

The procuring of such required insurance shall not be construed to limit Architect's liability hereunder. Notwithstanding said insurance, Architect shall be obligated for the total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

9. Termination Without Cause:

At any time and without cause, City shall have the right in its sole discretion, to terminate this Agreement by giving notice to Architect. If City terminates the contract pursuant to this paragraph, it shall pay Architect for services rendered to the date of termination.

10. Termination With Cause:

A. City may terminate this Agreement effective upon delivery of written notice to Architect, or at such later date as may be established by City, under any of the following conditions:

- (1.) If City funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services. This Agreement may be modified to accommodate a reduction in funds.

- (2.) If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.
- (3.) If any license or certificate required by law or regulation to be held by Architect, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, revoked, or not renewed.
- (4.) If Architect becomes insolvent, if voluntary or involuntary petition in bankruptcy is filed by or against Architect, if a receiver or trustee is appointed for Architect, or if there is an assignment for the benefit of creditors of Architect.

Any such termination of this agreement under paragraph (A) shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

B. City, by written notice of default (including breach of contract) to Architect, may terminate the whole or any part of this Agreement:

- (1.) If Architect fails to provide services called for by this agreement within the time specified herein or any extension thereof, or
- (2.) If Architect fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this agreement in accordance with its terms, and after receipt of written notice from City, fails to correct such failures within ten days or such other period as City may authorize.
- (3.) If Architect fails to eliminate a conflict as described in Section 14 of this agreement.

The rights and remedies of City provided in the above clause related to defaults (including breach of contract) by Architect shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

If City terminates this Agreement under paragraph (B), Architect shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred, an amount which bears the same ratio to the total fees specified in this Agreement as the services satisfactorily rendered by Architect bear to the total services otherwise required to be performed for such total fee; provided, that there shall be deducted from such amount the amount of damages, if any, sustained by City due to breach of contract

by Architect. Damages for breach of contract shall be those allowed by Oregon law, reasonable and necessary attorney fees, and other costs of litigation at trial and upon appeal.

11. Non-Waiver:

The failure of City to insist upon or enforce strict performance by Architect of any of the terms of this Agreement or to exercise any rights hereunder, should not be construed as a waiver or relinquishment to any extent of its rights to assert or rely upon such terms or rights on any future occasion.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments.

All notices, bills and payments shall be made in writing and may be given by personal delivery, mail, or by fax. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

CITY OF TIGARD

Loreen Mills
13125 SW Hall Blvd.
Tigard, Oregon 97223
loreen@ci.tigard.or.us

Business Phone: 503-718-2417
Business Fax: 503-639-6795
Email Address:

CONTRACTOR

(Name & Title of Architect)
(Address of Architect)
(Address of Architect)
name@web address)

Business Phone: (insert #)
Business Fax: (insert #)
Email Address: (insert

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid, or when so faxed, shall be deemed given upon successful fax. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to who notices, bills and payments are to be given by giving written notice pursuant to this paragraph.

13. Merger:

This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

14. Professional Services:

The City requires that services provided pursuant to this agreement shall be provided to the City by an Architect, which does not represent clients on matters contrary to City interests. Further, Architect shall not engage services of an architect and/or other professional who individually, or through members of his/her same firm, represents clients on matters contrary to City interests.

Should the Architect represent clients on matters contrary to City interests or engage the services of an architect and/or other professional who individually, or through members of his/her same firm, represents clients on

matters contrary to City interests, Architect shall consult with the appropriate City representative regarding the conflict.

After such consultation, the Architect shall have (insert # of days) days to eliminate the conflict to the satisfaction of the City. If such conflict is not eliminated within the specified time period, the agreement may be terminated pursuant to Section 10 (B - 3) of this agreement.

15. Force Majeure:

Neither City nor Architect shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

16. Non-Discrimination:

Architect agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Architect also shall comply with the Americans with Disabilities Act of 1990, ORS 659.425, and all regulations and administrative rules established pursuant to those laws. All facilities designed by Architect under this contract shall be designed to be readily accessible to and usable by individuals with disabilities as required by the Americans with Disabilities Act.

17. Errors:

Architect shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost.

18. Extra (Changes) Work:

Only Loreen Mills, Risk Manager may authorize extra (and/or change) work. Failure of Architect to secure authorization for extra work shall constitute a waiver of all right to adjustment in the contract price or contract time due to such unauthorized extra work and Architect thereafter shall be entitled to no compensation whatsoever for the performance of such work.

19. Governing Law:

The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this Agreement must be brought in the appropriate court of the State of Oregon.

20. Compliance With Applicable Law:

Architect shall comply with all federal, state, and local laws and ordinances applicable to the work under this Agreement, including those set forth in ORS 279.310 to 279.322.

21. Conflict Between Terms:

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument in the proposal of the contract, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

22. Access to Records:

City shall have access to such books, documents, papers and records of Architect as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

23. Audit:

Architect shall maintain records to assure conformance with the terms and conditions of this Agreement, and to assure adequate performance and accurate expenditures within the contract period. Architect agrees to permit City, the State of Oregon, the federal government, or their duly authorized representatives to audit all records pertaining to this Agreement to assure the accurate expenditure of funds.

24. Severability:

In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the parties when they entered into the agreement.

25. Complete Agreement:

This Agreement and attached exhibit(s) constitutes the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change if made, shall be effective only in specific instances and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. Architect, by the signature of its authorized representative, hereby acknowledges that he/she

has read this Agreement, understands it and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, City has caused this Agreement to be executed by its duly authorized undersigned officer and Architect has executed this Agreement on the date hereinabove first written.

CITY OF TIGARD

APPROVED BY LOCAL CONTRACT REVIEW BOARD ON:

Date

By: Loreen Mills, Risk Manager

Date

ARCHITECT

By:

(Print Firm's Name)

(Print name & title of Architect's authorized representative)

Signature of Firm's Representative

Date

EXHIBIT 1

DUTY OF ARCHITECT

The Architect shall render professional architectural services as described below:

Duty of Consultant

A. Basic Services: The Consultant shall render professional consulting services as described in the attached proposal dated _____, titled "_____".

Agenda Item No.: _____
Meeting of: November 12, 2002

Information on the recommended firm for the Architectural Services Proposal for City Facility Remodeling

will be available on Friday, November 8, 2002.

For more information, contact the City Recorder's Office at
503-639-4171

AGENDA ITEM # _____
FOR AGENDA OF November 12, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Update on the New Tigard Library

PREPARED BY: Margaret Barnes DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Presentation by staff to update the City Council about the new library.

STAFF RECOMMENDATION

The purpose of this presentation is to communicate recent events and accomplishments related to the new Tigard Library.

INFORMATION SUMMARY

On May 21, 2002, Tigard voters passed a \$13 million bond measure for the construction of a new library of approximately 47,000 square feet. This amount will pay for land acquisition, the designing, building and furnishing of the new library, parking and related street improvements. The site of the new library is a 14.7-acre property located along Hall Boulevard near O'Mara Street.

In October the design phase of the new library project went hand-in-hand with our public involvement efforts. About 40 people attended the Oct. 16 community meeting with the architects and received their first look at several proposed shapes for the new library and the placement of the building on the site. Participants offered at least 65 suggestions, comments and questions about the new library. The meeting has been broadcast on TVTV in an effort to involve even more library users. The architects will consider all the public comments they have received during the past two months as they proceed with the designs.

We have scheduled a second Community Meeting on the New Library for Wednesday, December 11. As a follow-up to the Oct. 16 meeting, the public will be invited to view and comment on the architectural renderings of the schematic designs. The second issue of Diggin' the Dirt was transmitted to nearly 70 people in the community in October. We hope to continue to add to the mailing list. .

To encourage all ages to become involved in the new library project, the library is sponsoring an art contest for anyone 18 and under. We are asking all young artists to draw their ideas of the new library. The public will invited to vote for their favorite entries in four different age groups. Winners will be VIPs at the Groundbreaking ceremonies next Spring. At this meeting staff is prepared to answer questions.

OTHER ALTERNATIVES CONSIDERED

None

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Goal #3: Adequate facilities are available for efficient delivery of life-long learning programs and services for all ages.

ATTACHMENT LIST

1. Set of PowerPoint Slides

FISCAL NOTES

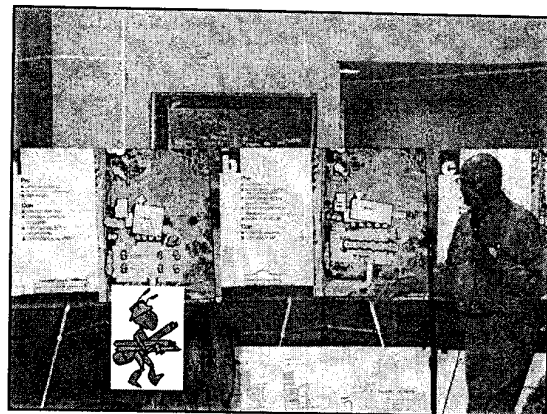
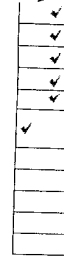
N/A



What's New on the New Library?

Timeline

Countdown to a New Library	
Bond Measure Passes	Spring '02
Advertise for Architect	Summer '02
Select Architect	Summer/ Fall '02
Select General Contractor	Fall '02
Sell Bonds	Fall '02
Two Community Meetings on Library Design & Site	Fall '02
Purchase Property	Fall '02
Design Library	Fall '02/ Winter '03
Groundbreaking	Spring '03
Library Construction	Spring '03/04
Library Opens!	Summer '04



Community Meeting on New Library Designs

Wednesday, December 11
7 p.m. in
Tigard City Hall



New Library Art Contest for Kids and Teens

Entries Due: November 23

People's Choice Voting:
Nov. 25-Dec.9



Want to Know More?

- "Diggin' the Dirt" email updates
- New Library Web Pages
- Hard Hat Report in Cityscape



For More Information...

Contact:
paula@ci.tigard.or.us
503-684-6537, ext. 2508

Check out the Construction Web Pages:
www.ci.tigard.or.us



AGENDA ITEM # _____
FOR AGENDA OF November 12, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Department Overview – Community Development Department

PREPARED BY: Jim Hendryx DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

This is an overview of the Community Development Department.

STAFF RECOMMENDATION

N/A

INFORMATION SUMMARY

Staff will give a PowerPoint presentation, highlighting the staff and functions of the Community Development Department.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

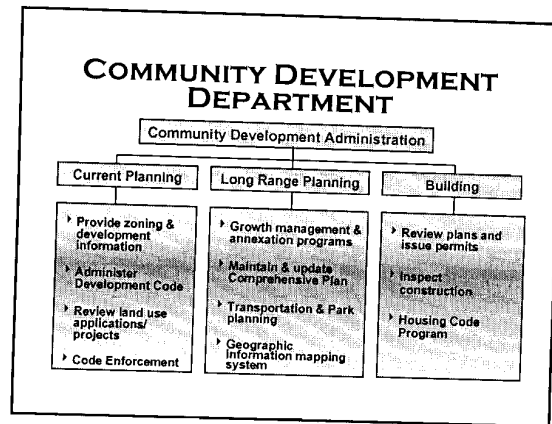
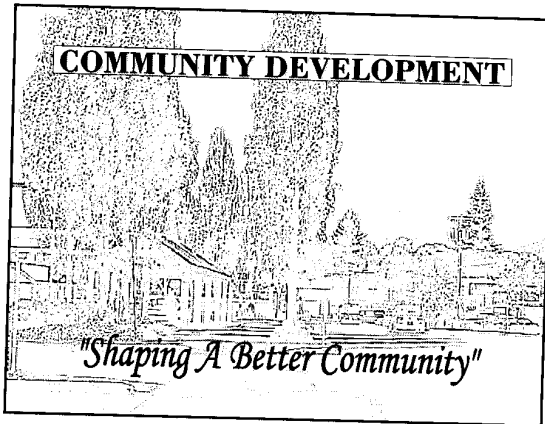
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ATTACHMENT LIST

Copy of PowerPoint slide presentation.

FISCAL NOTES

N/A

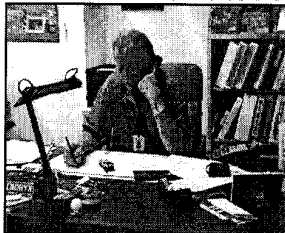


CD ADMINISTRATION

The Community Development Department includes the Current Planning, Long Range Planning, and Building Divisions. The Director is responsible for the overall management of the functions of the department which include:

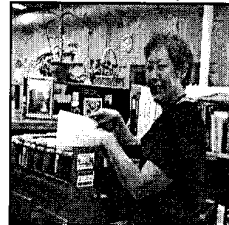
- ▶ Community planning
- ▶ Administration of the Development Code
- ▶ Parks planning and development
- ▶ Building plan review and inspections, and
- ▶ General economic development activities.

DIRECTOR OF COMMUNITY DEVELOPMENT



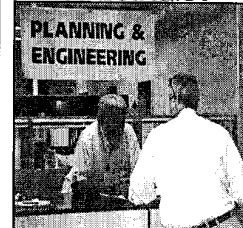
Jim Hendryx

EXECUTIVE ASSISTANT



Jerree Gaynor

PERMIT SPECIALIST



Sherman Casper

BUILDING

THE BUILDING DIVISION IS RESPONSIBLE FOR:

- ▶ Reviewing plans
- ▶ Authorizing issuance of permits
- ▶ Inspection of construction, and
- ▶ Enforcing other requirements of the Tigard Municipal Code, Community Development Code, and Housing Code Program.

NOTE: Since July 1, 1996, the Building Division has operated as a dedicated fund. The Building Division is not supported by the General Fund.

**BUILDING
OFFICIAL**



Gary Lampella

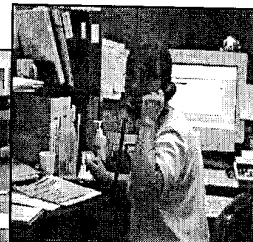
**INSPECTION
SUPERVISOR**



Hap Watkins

BUILDING PERMIT TECHNICIANS

Debbie Adamski



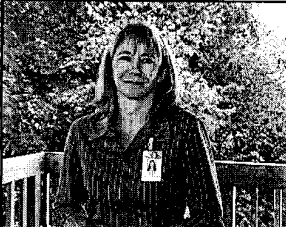
Barbara Butler

**ADMINISTRATIVE
ASSISTANT II**



Jeanne Temple

**PERMIT
SPECIALIST
(TIDEMARK)**




Dianna Howse



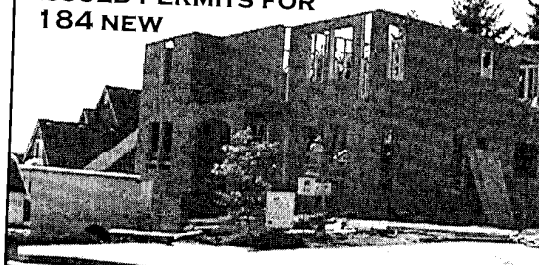
**IN FY 01-02, THE BUILDING DIVISION
ISSUED PERMITS FOR
200 NEW HOMES IN
THE CITY OF TIGARD**

Plans Examiner

Bob Thompson

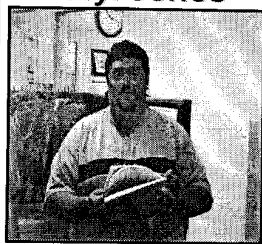
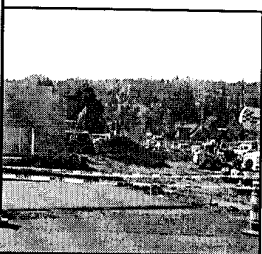
**IN FY 01-02, THE BUILDING DIVISION
ISSUED PERMITS FOR
184 NEW**



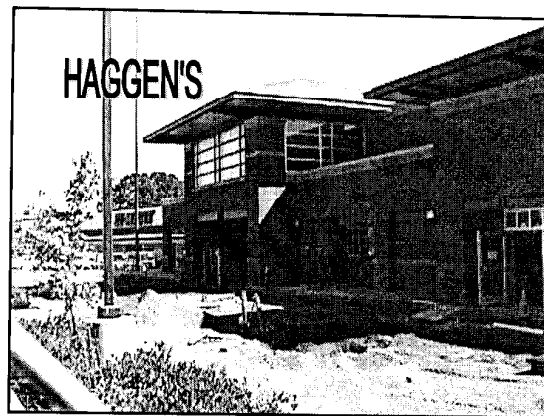
HOMES IN THE URBAN SERVICES AREA

**IN FY 01-02, THE BUILDING DIVISION
ISSUED PERMITS FOR 450 COMMERCIAL
PROJECTS (NEW & TENANT IMPROVEMENTS)**

Daryl Jones






Plans Examiner

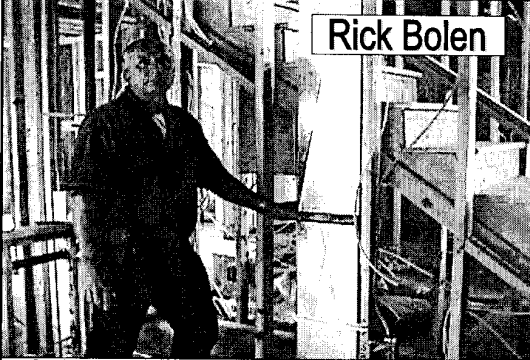


**IN FY 01-02, THE BUILDING
DIVISION PERFORMED 8,624
BUILDING INSPECTIONS,**

Tom Plescher

Ken Schreindl



Rick Bolen

3,390 MECHANICAL INSPECTIONS,

4,251 ELECTRICAL INSPECTIONS,



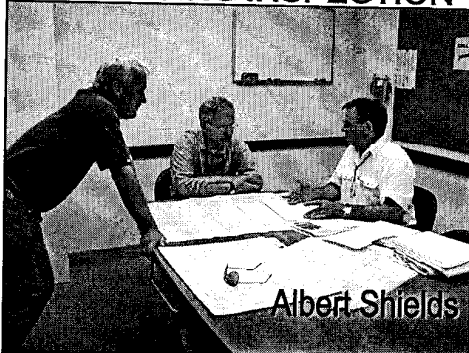
Hurshel Young

AND 5,171 PLUMBING INSPECTIONS,



FOR A TOTAL OF 21,436 INSPECTIONS

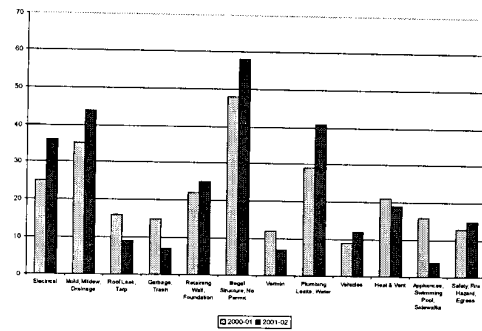
HOUSING INSPECTION



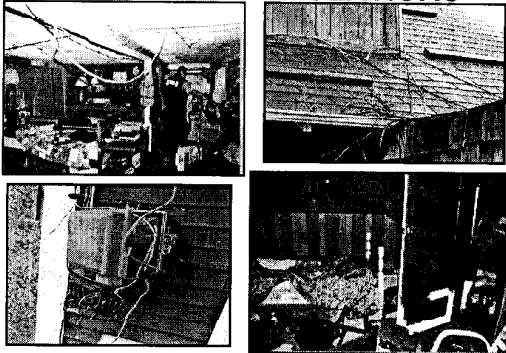
Albert Shields

P
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Housing Inspection Top Violation by Category



HOUSING CODE VIOLATIONS



CURRENT PLANNING

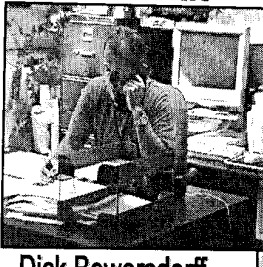
THE CURRENT PLANNING DIVISION IS RESPONSIBLE FOR:

- ▶ Providing zoning & development information
- ▶ Conducting project reviews for zone changes, subdivisions, partitions, lot line adjustments, site development reviews, etc.
- ▶ Coordinating and reviewing comprehensive plan amendments and annexations

THE CURRENT PLANNING DIVISION IS RESPONSIBLE FOR:

- ▶ Applying & updating the Community Development Code and the Comprehensive Plan, and
- ▶ Providing general code enforcement activities.

**PLANNING
MANAGER**



Dick Bewersdorff

**SENIOR
ADMINISTRATIVE
SPECIALIST**



Patty Lunsford

**PLANNING/ENGINEERING
PERMIT TECHNICIANS**

Diane Parke



Kristie Peerman

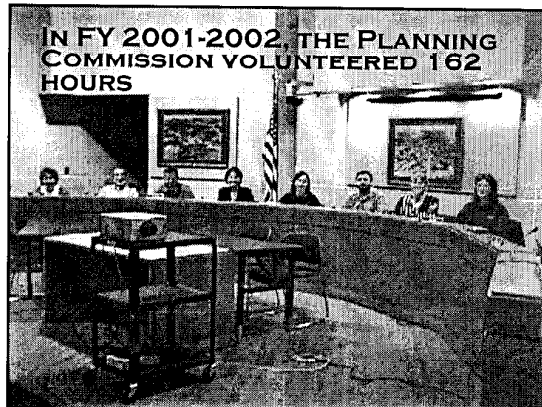


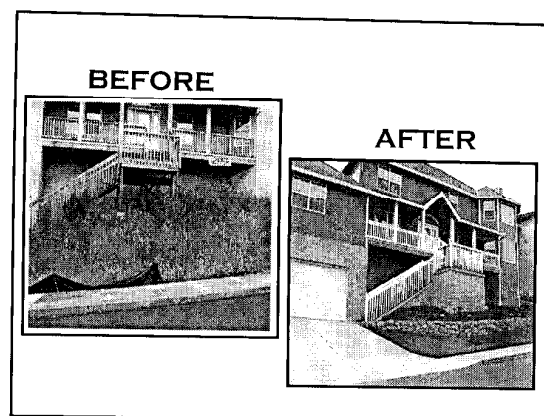
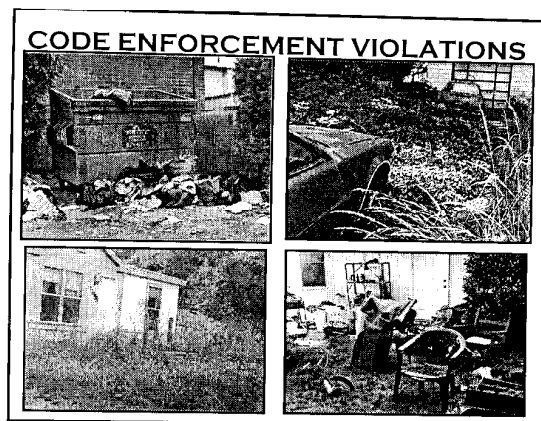
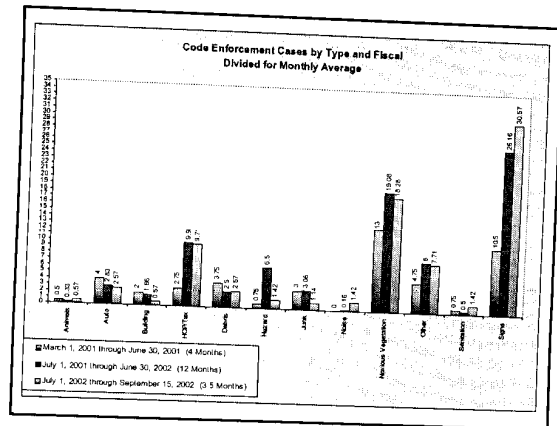
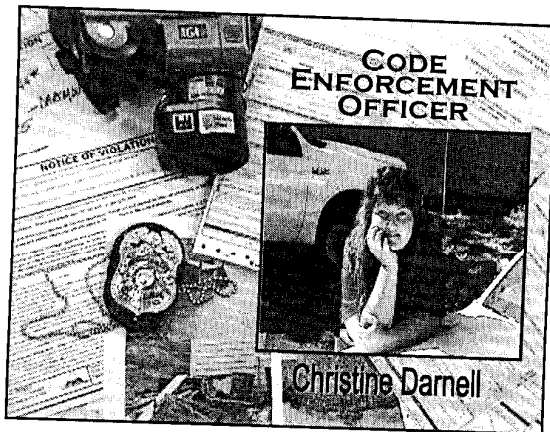
PLANNERS



Matt Scheidegger - Brad Kilby - Morgan Tracy

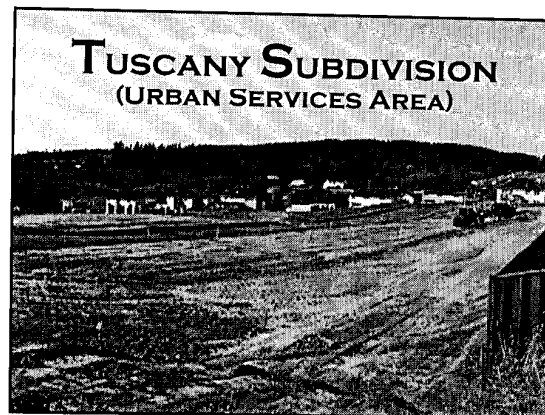
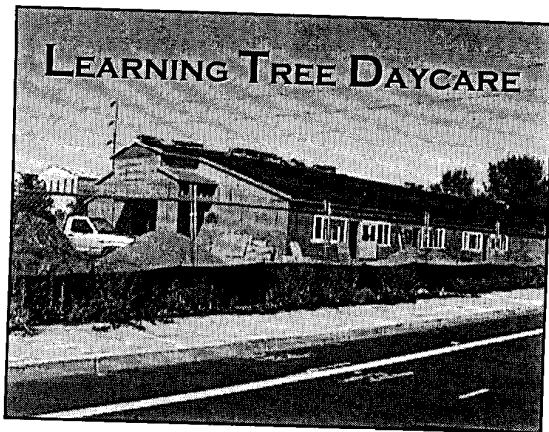
**IN FY 2001-2002, THE PLANNING
COMMISSION VOLUNTEERED 162
HOURS**





RECENT PROJECTS IN CURRENT PLANNING





LONG RANGE PLANNING

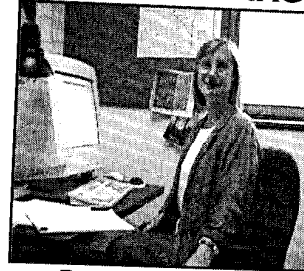
THE LONG RANGE PLANNING DIVISION IS RESPONSIBLE FOR:

- ▶ Analyzing physical, demographic, economic and development conditions and trends
- ▶ Developing and implementing growth management and annexation programs
- ▶ Maintaining, updating, and implementing Tigard's Comprehensive Plan

THE LONG RANGE PLANNING DIVISION IS RESPONSIBLE FOR:

- ▶ Park and natural area planning; urban design and special studies
- ▶ Transportation planning, and
- ▶ Developing and maintaining citywide geographic information mapping systems (GIS).

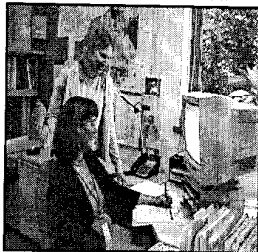
PLANNING MANAGER



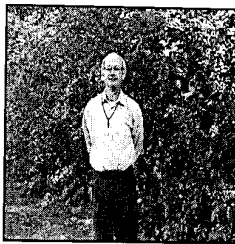
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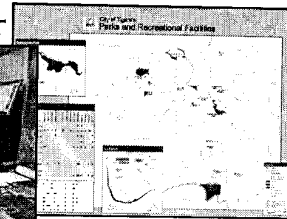
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GEOGRAPHIC INFORMATION SYSTEM (GIS)

GIS SPECIALIST

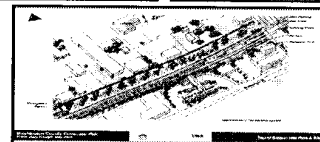


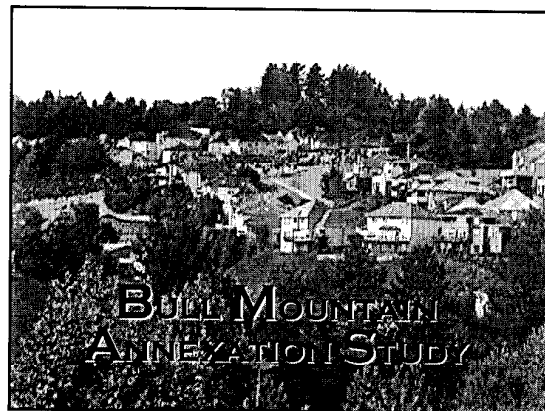
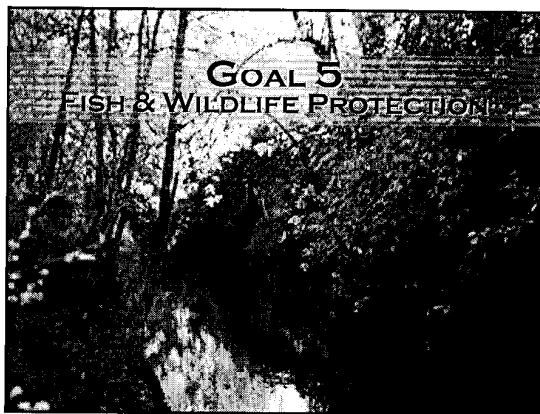
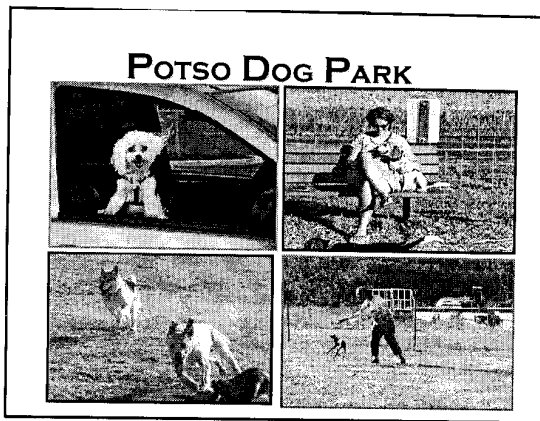
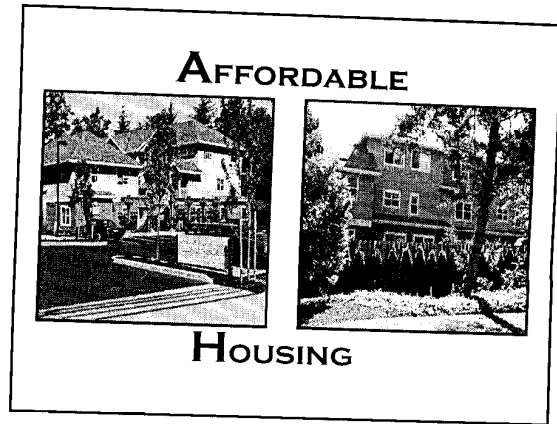
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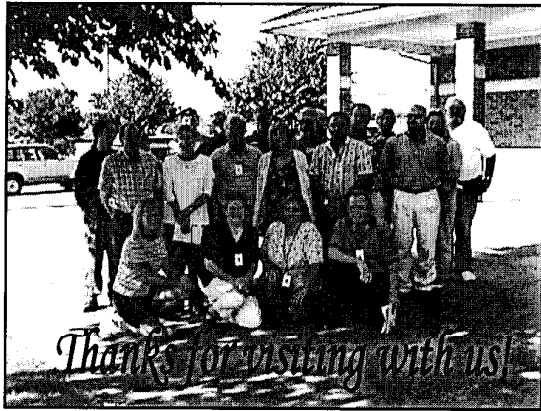


**RECENT PROJECTS IN
LONG RANGE PLANNING**

COMMUTER RAIL







CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Indonesian Resource Cities Update

PREPARED BY: Ed Wegner DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

The City of Tigard and Washington County are participating in the International Resource Cities Program through ICMA, which is funded by the USAID Program.

STAFF RECOMMENDATION

Hear and view a presentation by Loreen Mills, Risk Manager, Tom Imdieke, Accounting Manager, Roger Dawes, and Ed Wegner, Public Works Director.

INFORMATION SUMMARY

The City of Tigard and Washington County were invited by ICMA to participate in the International Resource Cities Program. Through the International Resource Cities Program, governments exhibiting a record of exceptional management in the United States have been invited to share their local government expertise and successes with communities in developing countries that are making the transition to democracy as well by

- Providing technical assistance in improving professional and ethical municipal management
- Supporting participatory and inclusive government
- Improving delivery of public services
- Increasing access to decent and affordable housing.

In February of 2002 a contingent from the City and County made an initial trip to Indonesia to assess the needs of the Indonesian local governments and to determine how we can provide assistance. In February of 2002 at a formal signing ceremony in Samarinda, Tigard and Washington County executed a Memorandum of Understanding with the governments of Samarinda and Kutai. Two action plans, one specific to City of Samarinda and one specific to the County of Kutai were agreed upon. Two steps of the action plans for both Samarinda and Kutai were identified as Training and Accounting Practices and Development of a catalog of possible revenue sources.

In October of 2002 another group of City and County representatives were given the opportunity to visit Indonesia to address public involvement, double entry bookkeeping, water issues and public health (Washington County officials). After an initial stopover in Singapore, the group spent 10 days in Indonesia. During that time, the group met with ICMA staff, were oriented to the locations, and held numerous meetings with elected officials and staff of the City of Samarinda and the County of Kutai. During the visit, the City of Tigard representatives presented programs on accounting practices, public involvement processes and water issues.

OTHER ALTERNATIVES CONSIDERED

None

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

ATTACHMENT LIST

None

FISCAL NOTES

N/A

Agenda Item No.: 8
Meeting of: November 12, 2002

Packet Materials for

Discussion of Washington County
Cooperative Library Services (WCCLS)
Operational Levy Election Results

will be available in hard copy on Friday, November 8, 2002.

For more information, contact the City Recorder's Office at
503-639-4171

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Public Tree Ordinance and Tree Manual

PREPARED BY Matt Stine & Dan Plaza DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Amend Section 9 of the Tigard Municipal Code through an ordinance and adopt the resolution for the Tree Manual.

STAFF RECOMMENDATION

To adopt the ordinance amending Section 9 of the Tigard Municipal Code and adopt the resolution for the Tree Manual.

INFORMATION SUMMARY

The City Council and Mayor Griffith reviewed the amendment to Section 9 of the Tigard Municipal Code, resolution and Tree Manual during the October 15, 2002 workshop meeting.

The amendment to Section 9 of the Tigard Municipal Code provides direction to the City regarding the planting, maintenance, protection and removal of trees on City property. This amendment is required for the City to maintain its Tree City USA status. The adoption of the ordinance amending Section 9 will also symbolize the City's commitment to preserving, enhancing and maintaining a healthy urban forest. When adopted this ordinance will go under Title 9 – Parks.

The Tree Manual establishes the guidelines by which the ordinance will be followed. The Manual will serve as a reference for determining such things as the correct amount of tree protection, the number of trees required to replant an area or the protocol to be followed when evaluating and/or removing hazardous trees.

OTHER ALTERNATIVES CONSIDERED

Do not adopt the ordinance amending Section 9 of the Tigard Municipal Code and do not pass resolution for the Tree Manual.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

ATTACHMENT LIST

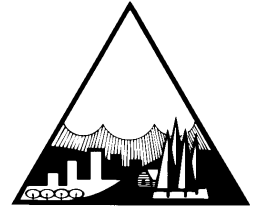
Attached are:

1. Memo to Mayor Griffith and City Council
2. Ordinance with Exhibit "A"
3. Resolution with Exhibit "A"- Tree Manual

FISCAL NOTES

The City will not incur any additional cost beyond existing and current operating procedures.

MEMORANDUM



TO: Mayor and City Council

FROM: Matt Stine

RE: Public Tree Ordinance

DATE: November 5, 2002

On October 15, 2002 Dan Plaza and I proposed an amendment to the Tigard Municipal Code, Section 9- Parks. The amendment will address the planting, maintenance, protection and removal of trees on City property. We are seeking the adoption of the ordinance, which enacts the amendment and adoption of a resolution for the Tree Manual. During our presentation, Councilor Dirksen requested that we include specific wording in section 9.06.070.1 that would require written approval to be given from the City Forester before any trees could be removed from City property. A change was made to include wording that is identical to the verbiage in 9.06.070.2, which Councilor Dirksen had referred to in his request.

At the request of Ed Wegner a change was made after the Council meeting. Mr. Wegner asked me to change the words "City Forester" to "Public Works Director or designee". Mr. Wegner made this request in case my title was to ever change or the "City Forester" designation would ever change. I left the "City Forester" definition in section 9.06.020.

CITY OF TIGARD, OREGON

ORDINANCE NO. 02-

AN ORDINANCE AMENDING THE TIGARD MUNICIPAL CODE BY ADOPTING A NEW
CHAPTER 9.06 - TREES ON CITY PROPERTY

WHEREAS, the City of Tigard recognizes that trees are vital components of the urban forest environment; and

WHEREAS, the City has already adopted regulations governing the removal, replacement and maintenance of trees at the time of development;

WHEREAS, the City Council deems it appropriate to regulate the planting, maintenance, protection and removal of trees on City property;

WHEREAS, the City is proud of its Tree City USA status and code provisions regulating trees on City property will provide further demonstration that Tigard deserves its Tree City USA status; and

WHEREAS, the adoption of this ordinance will symbolize the City's commitment to preserving, enhancing and maintaining a healthy, urban forest;

NOW, THEREFORE, THE CITY OF TIGARD ORDAINS AS FOLLOWS:

SECTION 1: The Tigard Municipal Code is hereby amended by adding a new Chapter 9.06 Trees on City Property, to read as shown in the attached Exhibit A, which is incorporated herein by this reference.

SECTION 2 : This ordinance shall be effective 30 days after its passage by the Council, signature by the Mayor, and posting by the City Recorder.

PASSED: By _____ vote of all Council members present after being read by number and title only, this _____ day of _____, 2002.

Catherine Wheatley, City Recorder

APPROVED: By Tigard City Council this _____ day of _____, 2002.

James E. Griffith, Mayor

Approved as to form:

City Attorney

Date

Chapter 9.06 TREES ON CITY PROPERTY.

Sections:

- 9.06.010 Purpose.**
- 9.06.020 Definitions.**
- 9.06.030 Tree Planting on City property.**
- 9.06.040 Tree Care and Maintenance on City property.**
- 9.06.050 Tree Protection.**
- 9.06.060 Removal of Hazardous Trees from City property.**
- 9.06.070 Tree Removal and Replanting.**
- 9.06.080 Enforcement.**

9.06.010 Purpose.

1. Value of Trees. The City of Tigard recognizes that trees are vital components of the urban forest environment. Trees reduce air, water, soil and noise pollution, provide energy-reducing shade, control erosion, supply oxygen to breathe, provide habitat for wildlife, enhance quality of life and property values in every community, and are sources of pride for the entire city.
2. Purposes.
 - a. To provide guidance for the planting, maintenance and protection of trees on City property; and
 - b. To provide a priority system for removal of hazardous trees from City property;
 - c. To ensure the protection of trees during the development of properties on City property.
3. Authority to Adopt a Tree Manual. The City Council may adopt by resolution a Tree Manual implementing the provisions of this Chapter and providing detailed standards for tree planting, maintenance, protection and removal on City property.

9.06.020 Definitions.

The following definitions apply in this chapter:

1. City Forester. Under the direction of the Public Works Director is responsible for planning, developing and implementing a comprehensive urban forestry program, and providing community education and advice in support of urban forestry activities.
2. City Property. “City property” includes all land owned by the City and all lands dedicated to the public and administered by the City, including but not limited to City right of way and City parks.
3. City-owned Property. City property other than the right of way.
4. Hazardous Tree. A tree which by reason of disease, infestation, age or other condition presents a known and immediate hazard to persons or to public or private property.
5. Mitigation. Methods of tree replacement, direct costs, and/or retention used to lessen the environmental impact of development.

6. Removal. The cutting or removing of 50 percent (50%) or more of a crown, trunk, or root system of a tree, or any action which results in the loss of aesthetic or physiological viability or causes the tree to fall or be in immediate danger of falling.
7. Street Tree. Any tree that is growing along a street within the public right of way.
8. Street Tree List. A list of approved tree species that may be planted within the public right of way.
9. Tree. A standing woody plant having a trunk(s) two inches or more in diameter when measured four and a half feet from the ground. If the tree is on a slope, the measure is taken on the uphill side.
10. Tree Manual. The manual governing tree planting, care, maintenance and removal adopted by the City by resolution pursuant to section 9.06.

9.06.030 Tree Planting.

1. Tree Planting:
 - a. No person other than the City shall plant a tree on City property without the written approval of the Public Works Director or designee. In approving tree plantings, the Public Works Director or designee may impose conditions of approval;
 - b. Any City department responsible for City property shall consult with the Public Works Director or designee before planting trees on City property;
 - c. The Public Works Director or designee may grant approval of tree-planting on City property under subsection a of this section only if the applicant has submitted a tree plan showing compliance with the standards set forth in the Tree Manual, and has signed a maintenance agreement consistent with the standards set forth in the Tree Manual. The requirement for a maintenance agreement may be waived if the tree-planting is voluntary and not required by any City code provision or condition of approval;
 - d. All tree plantings on City property shall be undertaken in a manner consistent with the approval of the Public Works Director or designee and the standards set forth in the Tree Manual;
 - e. Only trees listed in the Street Tree List or those specifically approved by the Public Works Director or designee may be planted as street trees.

9.06.040 Tree Care and Maintenance

1. General Provisions
 - a. All trees planted pursuant to the written approval of the Public Works Director or designee under Section 9.06.040 shall be cared for and maintained according to the standards set forth in the City Tree Care Manual.

9.06.050 Tree Protection

1. Care of Trees on City Property. The City shall follow the Tree Manual in caring for and protecting trees on City property.
2. These requirements shall provide for the proper protection of tree roots, trunk(s) (or stem(s)), branches, and foliage within a tree's critical root zone for any tree on City property during any type of construction activity or project (excavation, demolition or any other type of disturbance);

9.06.060 Removal of Hazardous Trees from City Property

1. Removal Priority
 - a. When any person reports to the Public Works Director or designee that a tree on City property is hazardous, the Public Works Director, or appointed designee, shall evaluate the condition of the tree. The Public Works Director or designee shall establish a removal priority among trees determined to be hazardous and the City shall proceed with removal of hazardous trees from City property according to the priority established by the Public Works Director or designee, subject to the availability of financial and other resources.
2. Removal of Hazardous Trees
 - a. The removal of hazardous trees from City property shall be performed by City of Tigard employees or contracted commercial tree care companies with experience in tree removal. The Public Works Director or designee shall provide guidance as to the disposition of any wood or debris from any tree removal on City property.

9.06.070 Removal of Trees from City Property

1. Removal of Trees from City Property other than Right of Way Prohibited. No person other than the City or a person acting under contract with the City shall remove a tree from any City park or any City-owned property without written approval of the Public Works Director or designee. Any person removing a tree from City property other than right of way shall provide mitigation as specified in the Tree Manual.
2. Removal of Trees from Right of Way. No person other than the City or a person acting under contract with the City shall remove a tree from any City right of way without written approval of the Public Works Director or designee. As part of the written approval for tree removal from right of way, the Public Works Director or designee shall require mitigation as specified in the Tree Manual.
3. Removal of Wood or Tree Debris from City Property. No person shall remove wood or tree debris from City property without written approval of the Public Works Director or designee, provided however that the Public Works Director or designee may retroactively approve removal of wood or tree debris from City property if the removal was under emergency circumstances. This section does not prohibit clearing of paths or other clean-up that leaves wood or tree debris on City property.

9.06.080 Enforcement

1. The Public Works Director or designee may do any or all of the following if there is reason to believe a violation of this chapter has occurred:
 - a. Issue a stop work order pursuant to Tigard Development Code section 18.230;
 - b. Issue a civil infraction citation pursuant to Tigard Development Code Chapter 1.16;
 - c. Take any other action allowed by law to abate or obtain compensation for the violation.

CITY OF TIGARD, OREGON

RESOLUTION NO. 02-_____

A RESOLUTION ADOPTING THE TIGARD TREE MANUAL

WHEREAS, the Tigard Tree Ordinance provides direction to the City regarding the planting, maintenance, protection and removal of trees on City Property; and

WHEREAS, in Tigard Municipal Code Section 9.06.010.3, authority is given to adopt a Tree Manual; and

WHEREAS, the Tree Manual establishes the guidelines by which the ordinance will be followed; and

WHEREAS, the Manual will serve as a reference for determining such things as the correct amount of tree protection, the number of trees required to replant an area or what protocol must be followed when evaluating and/or removing hazardous trees.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The Tigard Tree Manual, Exhibit "A", is the official guideline for the care, maintenance, protection, planting and removal of trees in the City of Tigard.

EFFECTIVE DATE: This Resolution to be effective thirty (30) days after adoption.

PASSED: This _____ day of _____, 2002.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

TIGARD TREE MANUAL

Guidelines for the Care, Maintenance, Protection, Planting and Removal of Trees in the City of Tigard, Oregon

Index:

010	Purpose
020	Definitions
030	Tree Planting
040	Tree Care and Maintenance
050	Tree Protection
060	Hazardous Tree Removal
070	Tree Removal and Replanting

010 Purpose.

1. The purpose of this manual is to provide detailed standards to implement Tigard Municipal Code Section 9.06.

020 Definitions.

1. Afforestation. The conversion of open land into forest. See: Reforestation.
2. Caliper. The diameter of a tree trunk measured 6 inches above the soil. If the diameter is more than four (4) inches then the diameter must be measured at 12 inches above the soil.
3. City Forester. Under the direction of the Public Works Director is responsible for planning, developing and implementing a comprehensive urban forestry program, and providing community education and advice in support of urban forestry activities.
4. City Property. “City Property” includes all land owned by the City and all land dedicated to the public and administered by the City, including but not limited to City right of way and City parks.
5. City-owned Property. City property other than right of way.
6. Critical Root Zone (CRZ). A circular region measured outward from a tree trunk representing the essential area of roots that must be maintained and protected for the tree’s survival. The CRZ is determined by whichever is greater:
 - a. The outer edge of the dripline;
 - b. Measuring a radius outward from the tree equal to one foot for every caliper inch less than four (4) inches when measured at six inches above the ground;
 - c. Measuring a radius outward from the tree equal to one foot for every inch at DBH when the caliper inches are greater than four (4) inches when measured at six inches above the ground.
7. Diameter at Breast Height (DBH). Diameter of the tree trunk measured four and a half feet (4 ½ feet) from the ground on the uphill side if a slope exists.
8. Large-sized Tree. Any tree that habitually grows in excess of 40 feet in height and has a canopy spread of more than 35 feet at full maturity.

9. Medium-sized Tree. Any tree that habitually grows between 25 feet and 40 feet in height and has a canopy spread of 16 to 35 feet at maturity.
10. Mulch. Organic material applied within the root zone of a tree. May include leaf litter, pine straw, shredded bark, peat moss or wood chips.
11. Prune. The cutting or trimming of a tree in a manner which is consistent with ANSI A300-2001.
12. Reforestation. The creation of a biological community dominated by trees and other woody plants containing at least 100 trees per acre with at least 50% of those trees having the potential of attaining a 2-inch or greater diameter at DBH within seven years. See: Afforestation..
13. Small-sized Tree. Any tree that habitually grows less than 35 feet in height and has a canopy spread of 25 feet or less at maturity.
14. Terminal Role. Branch that assumes the dominant vertical position on the top of a tree.
15. Tree Pit. A cut-out area in the sidewalk where a tree is growing.

030 Tree Planting

1. Purpose. The purpose of this section is to establish standards for the proper and appropriate planting, maintenance, protection and removal of street trees located within City property and the City right of way in order to maintain and improve the survival, safety, aesthetics and environmental benefits of trees:
 - a. By planting trees according to the guidelines set forth by the International Society of Arboriculture;
 - b. By caring for and maintaining trees according to the American National Standards Institute (ANSI) guidelines;
2. Tree Planting:
 - a. The Public Works Director or designee must approve the planting of any trees planted on City property. This includes choosing appropriate trees from the Street Tree List or those approved by the Public Works Director or designee;
 - b. All trees shall be planted according to the standards established by the International Society of Arboriculture;
 - c. Plant material shall be of high grade, and shall meet the size and grading standards of *The American Standard for Nursery Stock*, ANSI Z60.1-1996;
 - d. Planting diverse types of trees lowers the potential for devastating impacts of insect and disease outbreaks that many communities have experienced. In order to lower the effects of insect and disease outbreaks and lessen the burden of tree removal and replacement efforts on the city, choosing a diversity of appropriate species, genera and families of trees to plant on City property shall be a priority;

- e. Planting native tree species shall be the primary goal. However, choosing tree species that will adapt to the site and reach maturity shall also be a factor when planting trees on City property;
- f. Unless otherwise approved by the Public Works Director or designee, trees shall have a minimum caliper of one inch and a maximum of 1.75 inches (when not in conflict with Community Development Code provisions), when measured 6 inches above grade;
- g. Unless otherwise approved by the Public Works Director or designee, the specific spacing of trees by size of tree shall be as follows:
 - (1) Small or narrow-stature trees shall be spaced no greater than 20 feet apart and not closer than 15 feet apart;
 - (2) Medium-sized trees shall be spaced no greater than 30 feet apart and not closer than 20 feet apart;
 - (3) Large trees shall be spaced no greater than 40 feet apart and not closer than 30 feet apart;
 - (4) Street Trees shall not be planted closer than 20 feet to light poles or utility poles;
 - (5) Visual clearance must be maintained according to the guidelines set forth in Chapter 18.795 of the Tigard City Code;
 - (6) Trees shall not be planted closer than four feet from private driveways (measured at the back edge of the sidewalk), fire hydrants or utility poles to maintain visual clearance;
 - (7) Tree pits shall be located so as to not include utilities (e.g. water and gas meters) in the tree well;
 - (8) On-premises utilities (e.g. water and gas meters) shall not be installed within existing tree well areas;
 - (9) New light poles or utility poles shall not be positioned closer than 20 feet to the main trunk of existing street trees except when public safety dictates, then they may be positioned no closer than 10 feet to the main trunk;
 - (10) Where there are overhead utility lines, the street tree species selected shall be of a type which, at full maturity, will not interfere with the lines;
 - (11) Trees shall not be planted within two feet of any permanent hard surface paving or walkway;
 - (a) Space between the tree and the hard surface may be covered by a nonpermanent hard surface such as grates, bricks on sand, paver blocks and cobblestones; and
 - (b) Tree pits shall be at least:

- 1) 4' X 4' for small-sized trees;
 - 2) 5' X 5' for medium-sized trees;
 - 3) 6' X 6' for large-sized trees.
- h. All persons other than the City who are required to plant trees as a condition of approval for a tree removal on City property shall provide a binding maintenance agreement for the minimum length of three complete growing seasons or three calendar years, whichever is longer.
- i. The City may require any person granted a permit for tree planting on City property to provide a maintenance agreement for the tree. The maintenance agreement shall normally be waived if the tree planting is voluntary. However, even if voluntary, the City may require a maintenance agreement to avoid costs of removal of trees that do not survive.
- j. The maintenance agreement shall detail how the plantings will be maintained to ensure the protection and satisfactory survival of trees according to the guidelines in Table 1 in Section 050. Reinforcement plantings shall occur if survival rates drop below the required guidelines in Table 1 in Section 050.
- (1) The maintenance agreement shall include:
- (a) An assessment of existing conditions and needs for:
 - 1) Water.
 - 2) Nutrients.
 - 3) Control of competing vegetation.
 - 4) Protection from disease, pests, predators, and mechanical injury.
 - 5) Reinforcement planting provisions if survival rates drop below those outlined in the tree planting guidelines in Table 1 below.
 - 6) A plan to conduct the needed treatments and monitor results.
 - 7) Evidence of legal right to implement the agreement on the selected site.
 - 8) Certification or agreement by a party responsible for the care and monitoring.
 - 9) Provision for access and inspection by the Public Works Director or designee.

050 Tree Planting Requirements

1. Except as otherwise approved by the Public Works Director or designee, all trees planted on City property, except street trees, shall be of a species native to the northern Willamette Valley and selected from the publication "Trees to Know in Oregon", published by Oregon State University and the Oregon Department of Forestry, or recognized publication identifying native trees and shrubs.

2. Tree planting guidelines:

Table 1

<i>Size</i>	<i># Required Per Acre (For Afforestation And Reforestation Only)</i>	<i>Approximate Spacing (For Afforestation And Reforestation Only)</i>	<i>Survivability Requirement After Three Years Or Three Growing Seasons (<u>All Plantings</u>)</i>
Bare root seedlings or Whips	300	12' X 12"	75%/225
Container grown (1,2,3 gallon)	300	12' X 12'	75%/225
Container grown (5,7 gallon) or 1" caliper Ball & Burlap (B&B)	200	15' X 15'	85%/170
Container grown (15, 25 gallon) or 2" caliper Ball & Burlap (B&B)	100	20' X 20'	100%/100

NOTES:

- *These stocking and survival requirements are the minimum numbers estimated to meet the definition of forest from bare land.*
- *In certain circumstances any combination of the above mentioned stocking options may be appropriate strategies to fulfill the requirements of tree mitigation. They will be evaluated on a case-by-case basis by the Public Works Director or designee.*
- *Spacing does not imply that trees or shrubs must be planted in a grid pattern.*

060 Tree Care and Maintenance1. General Provisions

- This section applies to trees planted on City property by persons other than the City;
- All trees shall be maintained according to ANSI A300-2001 for proper tree care and maintenance;
- All trees planted shall be cared for and maintained for a period of three calendar years or three complete growing seasons, whichever is longer, after the date of planting.

2. Tree Care and Maintenance

- Mulch shall be maintained on the Critical Root Zone;
 - Care shall be taken to avoid placing mulch against the base of the tree trunk;
 - At least three inches and no more than four inches of mulch shall be placed on the tree's Critical Root Zone.
- When feasible, trees shall be watered from May 1 until September 30;

- (1) Trees shall be watered at least once a week;
 - (2) Water shall be placed only within the Critical Root Zone;
 - (3) The trees shall be watered at a rate of at least ten (10) gallons per week;
 - (4) Trees shall not be watered more than twice a week during the maintenance period.
- c. If tree stakes and tree ties are installed at the time of planting they shall be removed one year after planting;
- d. Trees shall be maintained for visual and passageway clearance;
- (1) Visual Clearance:

Visual clearance must be maintained according to the guidelines set forth in Chapter 18.795 of the Tigard City Code.
 - (2) Passageway Clearance:
 - (a) Sidewalks- trees shall be pruned to provide at least eight feet of clearance above the walkway;
 - (b) Local Streets- trees shall be pruned to provide at least 13 feet of clearance above the roadway;
 - (c) Collector Street- trees shall be pruned to provide at least 15 feet of clearance above the roadway
 - (d) Arterial Street- trees shall be pruned to provide at least 18 feet of clearance above the roadway.
 - (e) Topping trees is an unacceptable form of tree care and maintenance and shall not be practiced on any tree located on City property except in the case of an emergency. Topping is defined as the severe and indiscriminate cutting of tree branches back to lateral branches that are too small to assume the terminal role.

070 Tree Protection

The tree protection provisions in this section apply to the protection of trees on City property.

1. Tree Protection Methods

- a. The protection of an individual tree's critical root zone shall be determined by the method listed below unless otherwise approved by the Public Works Director or designee:

Trunk Diameter Method - one foot of radial distance for every one inch of tree diameter (DBH, 4 ½ feet above the ground on the uphill side) under 30 inches DBH. For trees over 30 inches DBH allow 1- ½ feet per 1 inch of DBH.

- b. All tree protection devices shall be located on the Tree Protection Plan. Details and specifications are required as to how the trees will be protected on site;
- c. Tree protection devices shall be installed to protect the root zones of trees located on adjoining properties if any type of construction activity will be disturbing the critical root zone unless otherwise approved by the Public Works Director or designee;
- d. A construction sequence shall be provided and shall include:
 - (1) installation and removal of tree protection devices;
 - (2) clearing, grading, or installation of sediment and erosion control measures;
 - (3) other activities that may be required to implement the tree protection measures;
- e. Include in the notes on the final set of plans: “Equipment, vehicles, machinery, dumping or storage, or other construction activities, burial, burning, or other disposal of construction materials shall not be located inside of any tree protection device.”;
- f. All tree protection devices shall be:
 - (1) Visible;
 - (2) Well-anchored;
 - (3) Approved in the field by the Public Works Director or designee prior to clearing, grading, or the beginning of construction;
 - (4) Remain in place and maintained until the project has shown compliance with development requirements from the City’s Planning Department.
- g. The location of the stockpile and staging areas for construction shall be identified on the Tree Protection Plan;
- h. All tree protection guidelines shall be included in the final Tree Protection Plan’s notes or drawings;
- i. Guidelines for replacement. Replacement of a tree shall take place according to the following guidelines:
 - (1) A replacement tree shall be an approved species taking into consideration site characteristics;
 - (2) If a replacement tree of the size cut is not reasonably available on the local market or would not be viable, the Public Works Director or designee shall require replacement with more than one tree in accordance with the following formula:

The number of replacement trees required shall be determined by dividing the caliper inches of the tree removed or damaged by the caliper size of the replacement tree(s) (no less than 1 inch and no more than 1.75 inches). The caliper inches shall be measured at six inches above the ground, on the uphill side if there is a slope. If the diameter is larger than four (4) inches in diameter at six inches above the ground then the measurement shall be taken at DBH. If this number of trees cannot be viably located on the subject property, the Public Works Director or designee may require one or more replacement trees to be planted on other property within the City, either on City property or, with the consent of the owner, on private property;

- (3) The planting of a replacement tree shall take place according to the guidelines set forth by the International Society of Arboriculture.

080 Hazardous Tree Removal

1. The standard used by the Public Works Director or designee for evaluating a tree's condition will be the International Society of Arboriculture's "Tree Hazard Evaluation Form";
2. Above-ground parts of a felled tree on City property should normally be removed from the site by the City or its contractor. The wood may be left on site if it does not create a hazardous condition. No person other than the City or its contractor shall remove wood from City property without the approval of the Public Works Director or designee.

090 Replacement Trees

This section applies to the replacement of trees and trees planted as mitigation as required by Tigard Municipal Code, Chapter 9.06.

1. Existing non-hazardous trees removed by development projects or other construction activities shall be replaced with types of trees approved by the Public Works Director or designee according to the tree plan requirement below;
2. Tree plan required. A tree plan for the removal, planting, and protection of trees six inches at DBH or greater prepared by an International Society of Arboriculture Certified Arborist shall be provided for any development on City property. Widening of existing public streets will be exempted from tree mitigation requirements. Construction of new streets and extension of existing streets as shown in the Transportation System Plan maps are likewise exempted from the tree mitigation requirements. Protection is preferred over removal.
 - a. Plan requirements. The tree plan shall include the following:
 - (1) Identification of the location, size and species of all existing trees six inches DBH and larger;
 - (2) Identification of a program to save existing trees six inches DBH or greater and/or mitigate tree removal over 12 inches DBH. Mitigation must follow the replacement guidelines set forth in the Guidelines for Replacement in the Tree Manual, in accordance with the following standards and shall be exclusive of

trees required by other development code provisions for landscaping, street trees and parking lots:

- (a) Retention of less than 25% of existing trees over 12 inches DBH requires a mitigation program in accordance with the Guidelines for Replacement in the Tree Manual;
 - (b) Retention of 25% to 50% of existing trees over 12 inches DBH requires that two-thirds of the DBH of those trees to be removed be mitigated in accordance with the Guidelines for Replacement in the Tree Manual;
 - (c) Retention of 50% to 75% of existing trees over 12 inches DBH requires that 50 percent of the DBH of those trees to be removed be mitigated in accordance with the Guidelines for Replacement in the Tree Manual;
 - (d) Retention of 75% or greater of existing trees over 12 inches DBH requires no mitigation.
 - (3) Identification of all trees that are proposed to be protected;
 - (4) A protection program defining standards and methods that will be used by the applicant to protect trees during and after construction shall be provided.
3. All trees to be protected and retained must be evaluated by an International Society of Arboriculture Certified Arborist and deemed of acceptable risk, free of significant insect and disease problems and be in an overall healthy condition;
4. Guidelines for replacement. When replacement of a tree is required as a condition of a tree removal approval, replacement shall take place according to the following guidelines:
- a. A replacement tree shall be an approved species taking into consideration site characteristics;
 - b. If the number of replacement trees cannot be viably located on the development site, the Public Works Director or designee may require some or all of the replacement trees be planted on another site within Tigard on City property or, with the consent of the owner, on private property;
 - c. The planting of a replacement tree shall take place according to the guidelines set forth by the International Society of Arboriculture.
5. In lieu-of payment. In lieu of tree replacement under Section 090.2 above, a party may, with the consent of the Public Works Director or designee, elect to compensate the City for its costs in performing such tree replacement for the caliper inches at DBH that were removed. The replacement cost to plant a one inch caliper tree shall be based the total of the costs listed below.
- a. Average wholesale cost of one, 1-inch caliper tree.
 - b. Average hourly cost for two City employees to plant one, 1-inch caliper tree.

- c. Average cost of materials required for two City employees to plant one, 1-inch caliper tree.
- d. Average hourly cost of equipment and equipment operation by City employee to plant one, 1-inch caliper tree.
- e. Average cost for two City employees to handle and transport one, 1-inch caliper tree.

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Finalize Formation of Sanitary Sewer Reimbursement District No. 21 Established to Install Sewers in SW Errol and Fonner Streets

PREPARED BY: G. Berry DEPT HEAD OK A.P. Duenas CITY MGR OK W.A.Monahan

ISSUE BEFORE THE COUNCIL

Finalize the formation of Sanitary Sewer Reimbursement District No. 21, established to install sanitary sewers in SW Errol and Fonner Streets.

STAFF RECOMMENDATION

Approve the attached proposed resolution, approving the formation of Reimbursement District No. 21 as modified by the final City Engineer's Report.

INFORMATION SUMMARY

Council approved the formation of the Reimbursement District by Resolution 02-17 on March 12, 2002. Since then, construction of the improvements has been completed and final costs have been determined. The attached City Engineer's Report has been revised accordingly.

OTHER ALTERNATIVES CONSIDERED

None.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Not applicable.

ATTACHMENT LIST

- Proposed Resolution
 - Exhibit A- Revised City Engineer's Report
 - Exhibit B – Map
 - Exhibit C- Developable Land 11255 SW 112th Av.
 - Exhibit D- Final Cost to Property Owner's
- Resolution No. 02-17
 - Exhibit A- City Engineer's Report
 - Exhibit B- Map
- Vicinity Map
- Notice to Owners
 - Mailing List
- Resolution No. 01-46

FISCAL NOTES

Funding is by unrestricted sanitary sewer funds.

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CITY OF TIGARD, OREGON

RESOLUTION NO. 02-_____

A RESOLUTION FINALIZING SANITARY SEWER REIMBURSEMENT DISTRICT NO. 21 (ERROL AND FONNER STREETS)

WHEREAS, on March 12, 2002, the City Council approved Resolution No. 02-17 to form Sanitary Sewer District No. 21 to construct sewers in SW Errol and Fonner Streets in accordance with TMC Chapter 13.09; and

WHEREAS, Resolution No. 02-17 included the City Engineer's Report that included an estimated construction and total project cost; and

WHEREAS, construction of the sewer improvements has completed, final costs have been determined and the City Engineer's Report has been revised to include the final costs as required by TMC 13.09.105 (1); and

WHEREAS, these property owners have been notified of an informational hearing in accordance with TMC 13.09.060 and an informational hearing was conducted in accordance with TMC 13.09.105; and

WHEREAS, the City Council has determined that the proposed revisions to the City Engineer's Report as recommended by the City Engineer are appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

- SECTION 1 The revised City Engineer's Report titled "Sanitary Sewer Reimbursement District No. 21", attached hereto as Exhibit A, is hereby approved.
- SECTION 2 Resolution No. 02-17 is hereby amended to add the revised City Engineer's Report.
- SECTION 3 The City Recorder shall cause a copy of this resolution to be filed in the office of the County Recorder and shall mail a copy of this resolution to all affected property owners at their last known address.

EFFECTIVE DATE: This resolution shall be effective immediately.

PASSED: This _____ day of _____ 2002.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

Exhibit A
City Engineer's Report
Sanitary Sewer Reimbursement District No. 21

Background

This project was constructed and funded under the City of Tigard Neighborhood Sewer Extension Program (NSEP). Under the program the City of Tigard installs public sewers to each lot within a project area. At the time the property owner connects to the sewer, the owner would pay a connection fee of \$2,335.00 and reimburse the City for a fair share of the cost of the public sewer. There is no requirement to connect to the sewer or pay any fee until connection is made. In addition, property owners are responsible for disconnecting their existing septic system according to Washington County rules and for any other modifications necessary to connect to the public sewer.

Project Area - Zone of Benefit

The project includes the extension of two lines as shown on Exhibit Map B. The first is an extension from a line in Tiedeman Street constructed by Reimbursement District No. 14. The line was extended west to the terminus of Errol Street serving twenty-nine lots. An existing sanitary sewer line located in SW Pathfinder Way south of the proposed district serves the remaining twelve lots along the north side of Fonner Street.

Cost

The final cost for the sanitary sewer construction is \$241,637.10. Engineering and inspection fees amount to \$32,621.01 (13.5%) as defined in TMC 13.09.040(1). The final total project cost is \$274,258.11. This is the amount that will be reimbursed to the sanitary sewer fund as properties connect to the sewer and pay their fair share of the total amount. However, the actual amount that each property owner pays is subject to the City's incentive program for early connections.

In addition to sharing the cost of the public sewer line, each property owner will be required to pay an additional \$2,335 connection and inspection fee when connection to the public line is made. All owners will be responsible for all plumbing costs required for work done on private property.

Reimbursement Rate

All properties in this area are zoned R-4.5 but vary in size from about twelve thousand to about fifty-six thousand square feet as can be seen in Exhibit Map B. Therefore, it is recommended that the total cost of the project be divided proportional to the square footage of each property among the forty-one properties included in the reimbursement district as shown on the attached table. Resolution 01-46 limits this fee to \$6,000 to the extent that it does not exceed \$15,000 per owner for connections completed within three years of final approval of the City Engineer's Report.

It is recommended that only a portion of the area of the lot at 12555 SW 112th Avenue be applied in determining that owner's share of the public sewer line. This lot has a total area of about one hundred eight thousand square feet. However, because of a creek that crosses the lot, the sewer can not serve the portion of the lot on the opposite side of the creek as shown on the attached map. Development standards also prohibit development within fifty feet of the creek. Consequently, it is recommended that the fair share be based on the remaining 55,910 square feet that may be served as shown on the attached map (Exhibit C).

Other reimbursement methods include dividing the cost equally among the owners or proportional to the length of frontage of each property. These methods are not recommended because there is no correlation between these methods and the cost of providing service to each lot or the benefit to each lot.

Each property owner's fair share of the public sewer line is \$0.3306 per square foot of the lot served as shown on Exhibit D. Each owner's fair share would be limited to \$6,000 to the extent that it does not exceed \$15,000, for connections completed within three years of City Council approval of the final City Engineer's Report following construction in accordance with Resolution 01-46 (attached). In addition to paying for the first \$6,000, owners will remain responsible for paying all actual costs that exceed \$15,000.

Annual Fee Adjustment

TMC 13.09.115 states that an annual percentage rate shall be applied to each property owner's fair share of the sewer line costs on the anniversary date of the reimbursement agreement. The Finance Director has set the annual interest rate at 6.05% as stated in City of Tigard Resolution No. 98-22.

Recommendation

It is recommended that a reimbursement district be formed with an annual fee increase as indicated above and that the reimbursement district continue for fifteen years as provided in the Tigard Municipal Code (TMC) 13.09.110(5).

Fifteen years after the formation of the reimbursement district, properties connecting to the sewer would no longer be required to pay the reimbursement fee.

Submitted October 29, 2002

Agustin P. Duenas PE
City Engineer

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A PORTION OF THE S 1/2 & NE 1/4 SECTION 3 T2S R1W W.M.
 A PORTION OF THE SW 1/4 NW 1/4 SECTION 2 T2S R1W W.M.
 CITY OF TIGARD, OREGON

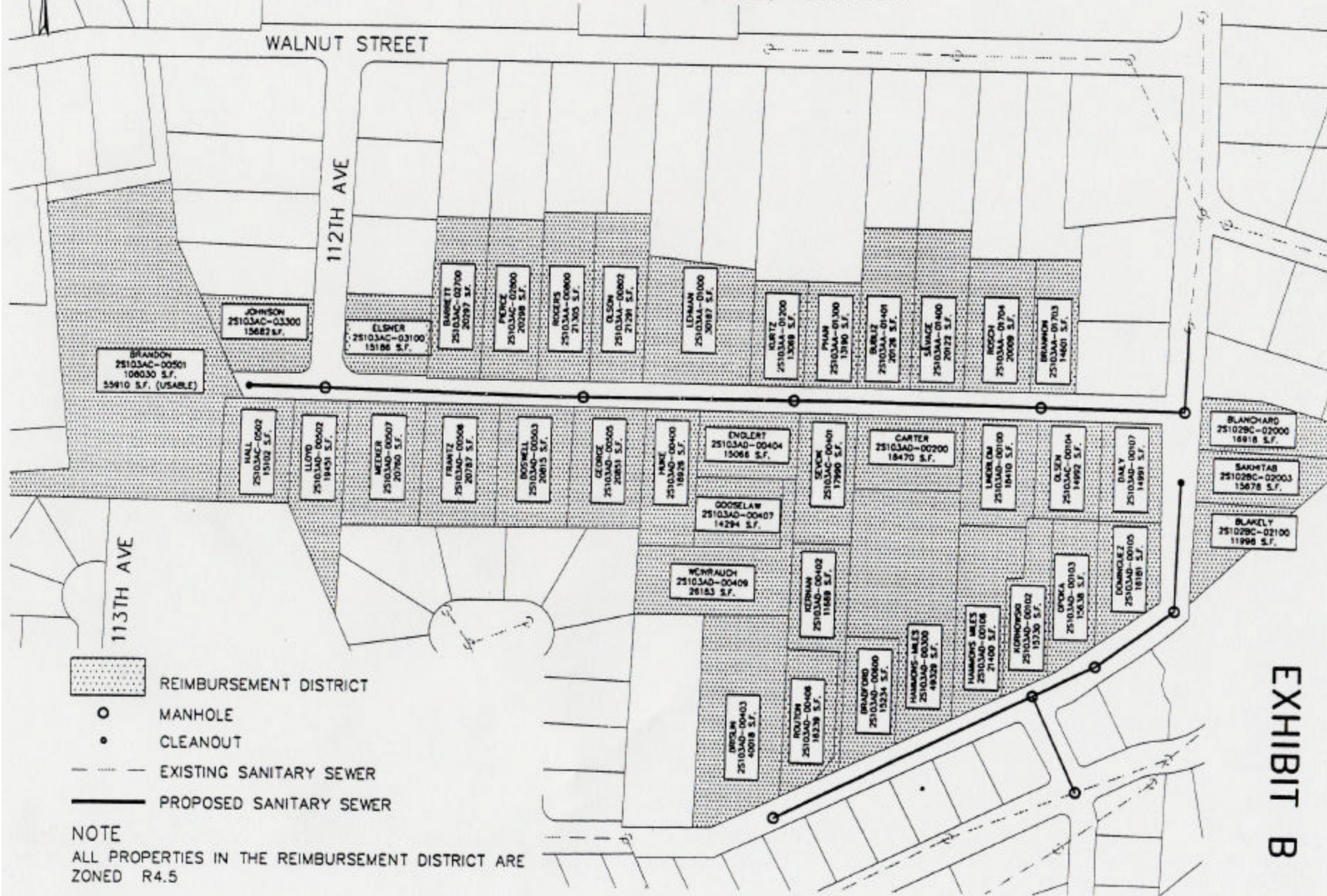


EXHIBIT B

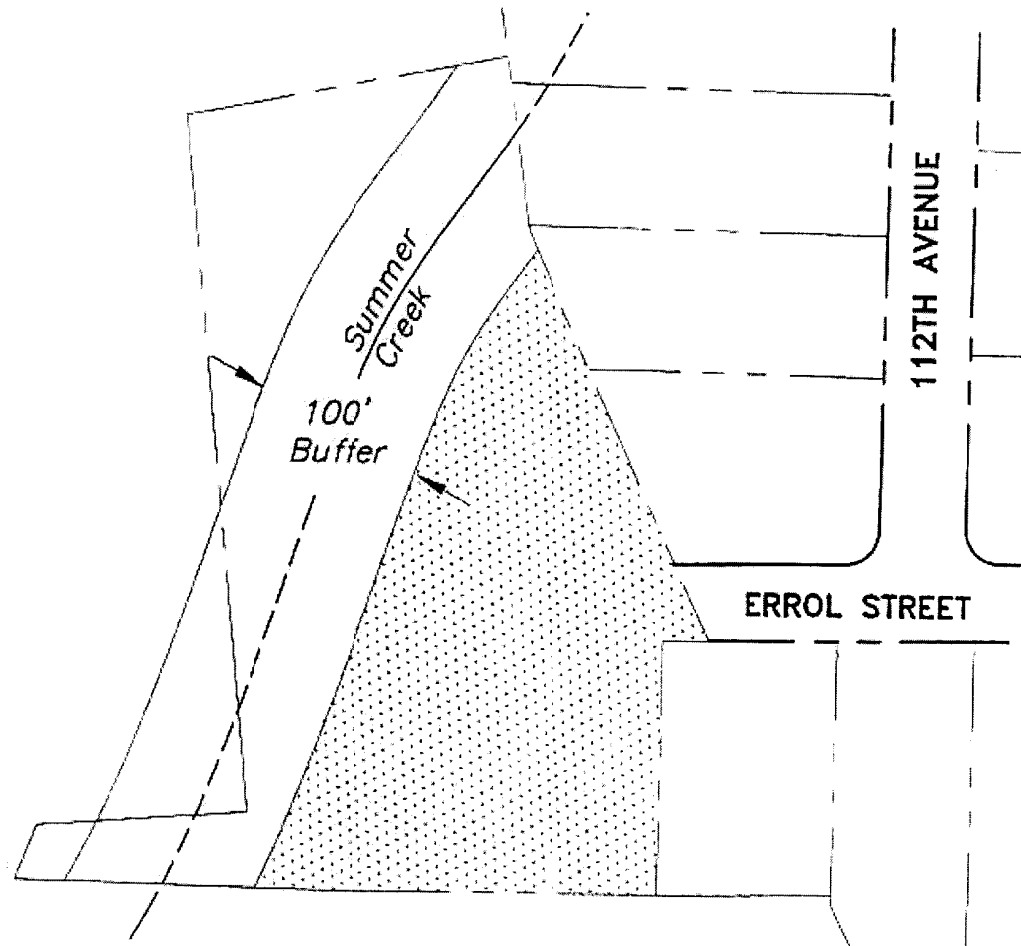


Exhibit C

Developable Land
(55,910.42)



ENGINEERING DEPARTMENT
13125 S.W. HALL BLVD.
TIGARD, OREGON 97223
VOICE: (503) 636-4171
FAX: (503) 684-7297

BRANDON PROPERTY
11255 112TH AVE
DEVELOPABLE LAND

Reimbursement District No. 21- Exhibit D

Final Cost to Property Owners

10/30/02
10:39 AM

OWNER	TAX LOT	ADDRESS	AREA (AC)	AREA (S.F.)	FINAL COST TO PROPERTY OWNER
1 BRANDON	2S103AC-00501	11255 112th Ave	2.48/ 1.2 usable	55,910.42	\$18,483
2 JOHNSON	2S103AC-03300	12525 112th Ave	0.36	15,764.81	\$5,212
3 ELSNER	2S103AC-03100	12520 Errol St	0.35	15,186.14	\$5,020
4 BARRETT	2S103AC-02700	11105 Errol St	0.47	20,297.05	\$6,710
5 PIERCE	2S103AC-02800	11075 Errol St	0.47	20,297.73	\$6,710
6 ROGERS	2S103AA-00800	11045 Errol St	0.49	21,305.27	\$7,043
7 OLSON	2S103AA-00802	11015 Errol St	0.49	21,291.34	\$7,039
8 LEHMAN	2S103AA-01000	10965 Errol St	0.69	30,186.93	\$9,980
9 KURTZ	2S103AA-01200	10915 Errol St	0.30	13,191.98	\$4,361
10 PHAN	2S103AA-01300	10885 Errol St	0.30	13,189.91	\$4,360
11 BUBLITZ	2S103AA-01401	10855 Errol St (A&B)	0.46	20,126.42	\$6,654
12 SAVAGE	2S103AA-01400	10825 Errol St	0.46	20,122.32	\$6,652
13 ROSCH	2S103AA-01704	10775 Errol St	0.46	20,008.67	\$6,615
14 BRANNON	2S103AA-01703	10765 Errol St	0.34	14,600.82	\$4,827
15 BLANCHARD	2S102BC-02000	10690 Fonner St	0.39	16,917.55	\$5,593
16 SAKHITAB	2S102BC-02003	10700 Fonner St	0.36	15,678.36	\$5,183
17 BLAKELY	2S102BC-02100	10720 Fonner St	0.28	11,997.87	\$3,966
18 HALL	2S103AC-00502	11220 Errol St	0.35	15,101.71	\$4,992
19 LLOYD	2S103AD-00502	12570 112th Ave	0.45	19,450.51	\$6,430
20 MEEKER	2S103AD-00507	11180 Errol St	0.48	20,759.27	\$6,863
21 FRANTZ	2S103AD-00506	11110 Errol St	0.48	20,787.37	\$6,872
22 BOSWELL	2S103AD-00503	11070 Errol St	0.48	20,815.46	\$6,881
23 GEORGE	2S103AD-00505	11020 Errol St	0.48	20,850.65	\$6,893
24 HUKE	2S103AD-00400	10980 Errol St	0.43	18,926.46	\$6,257
25 ENGLERT	2S103AD-00404	10960 Errol St	0.35	15,065.97	\$4,981
26 GOOSELAW	2S103AD-00407	10940 Errol St	0.33	14,293.84	\$4,725
27 WEINRAUCH	2S103AD-00409	10920 Errol St	0.60	26,183.24	\$8,656
28 SEVCIK	2S103AD-00401	10880 Errol St	0.41	17,990.44	\$5,947
29 CARTER	2S103AD-00200	10840 Errol St	0.42	18,470.03	\$6,106
30 LINDBLOM	2S103AD-00100	10780 Errol St	0.42	18,410.56	\$6,086
31 OLSEN	2S103AD-00104	10540 Errol St	0.34	14,992.22	\$4,956
32 DAILY	2S103AD-00107	10705 Fonner St	0.34	14,990.85	\$4,956
33 DOMINGUEZ	2S103AD-00105	10725 Fonner St	0.37	16,181.08	\$5,349
34 OPOKA	2S103AD-00103	10765 Fonner St	0.36	15,638.30	\$5,170
35 KORNOWSKI	2S103AD-00102	10805 Fonner St	0.36	15,729.52	\$5,200
36 HAMMONS-MILES	2S103AD-00106	10825 Fonner St	0.49	21,399.69	\$7,075
37 HAMMONS-MILES	2S103AD-00300	10825 Fonner St (vacant)	1.13	49,328.64	\$16,308
38 BRADFORD	2S103AD-00600	10855 Fonner St	0.35	15,233.93	\$5,036
39 KERNAN	2S103AD-00402	10905 Fonner St	0.38	16,669.00	\$5,511
40 ROUTON	2S103AD-00406	10915 Fonner St	0.37	16,239.25	\$5,369
41 BRISLIN	2S103AD-00403	10935 Fonner St	0.92	40,017.77	\$13,230
Totals			17.76	829,599.36	\$274,258.11



CITY OF TIGARD, OREGON

RESOLUTION NO. 02-17

A RESOLUTION ESTABLISHING SANITARY SEWER REIMBURSEMENT DISTRICT NO. 21
(ERROL AND FONNER STREETS)

WHEREAS, the City has initiated the Neighborhood Sewer Extension Program to extend public sewers and recover costs through Reimbursement Districts in accordance with TMC Chapter 13.09; and

WHEREAS, these property owners have been notified of a public hearing in accordance with TMC 13.09.060 and a public hearing was conducted in accordance with TMC 13.09.050; and

WHEREAS, on July 10, 2001, the City Council established the Neighborhood Sewer Reimbursement District Incentive Program (Resolution No. 01-46) to encourage owners to promptly connect to sewers once service is available; and

WHEREAS, the City Engineer has submitted a report describing the improvements, the area to be included in the Reimbursement District, the estimated costs, a method for spreading the cost among the parcels within the District, and a recommendation for an annual fee adjustment; and

WHEREAS, the City Council has determined that the formation of a Reimbursement District as recommended by the City Engineer is appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

- SECTION 1 The City Engineer's report titled "Sanitary Sewer Reimbursement District No. 21", attached hereto as Exhibit A, is hereby approved.
- SECTION 2 A Reimbursement District is hereby established in accordance with TMC Chapter 13.09. The District shall be the area shown and described on Exhibit B. The District shall be known as "Sanitary Sewer Reimbursement District No. 21."
- SECTION 3 Payment of the reimbursement fee as shown in Exhibit A is a precondition of receiving City permits applicable to development of each parcel within the Reimbursement District as provided for in TMC 13.09.110.
- SECTION 4 The amount owners are required to reimburse the City is limited by the City's Neighborhood Sewer Reimbursement District Incentive Program (Resolution No. 01-46). Under the program, each owner's fair share would be limited to \$6,000 to the extent that it does not exceed \$15,000, for connections completed within three years of City Council approval of the final City Engineer's Report following construction.

- SECTION 5 An annual fee adjustment, at a rate recommended by the Finance Director, shall be applied to the Reimbursement Fee.
- SECTION 6 The City Recorder shall cause a copy of this resolution to be filed in the office of the County Recorder and shall mail a copy of this resolution to all affected property owners at their last known address, in accordance with TMC 13.09.090.

EFFECTIVE DATE: This resolution shall be effective immediately.

PASSED: This 12th day of March 2002.

James E. Duff
Mayor - City of Tigard

ATTEST:

Catherine Wheatley
City Recorder - City of Tigard

Certified to be a True Copy of
Original on File

By: Carol L. Castor
Deputy Recorder - City of Tigard

Date: 3-14-02

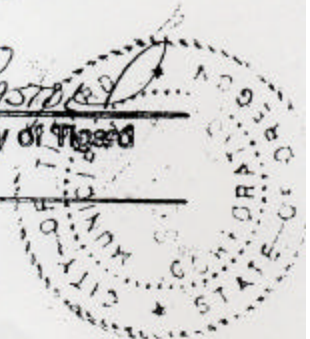


Exhibit A
City Engineer's Report
Sanitary Sewer Reimbursement District No. 21

Background

This project will be constructed and funded under the City of Tigard Neighborhood Sewer Extension Program (NSEP). Under the program the City of Tigard would install public sewers to each lot within a project area. At the time the property owner connects to the sewer, the owner would pay a connection fee of \$2,335.00 and reimburse the City for a fair share of the cost of the public sewer. There is no requirement to connect to the sewer or pay any fee until connection is made. In addition, property owners are responsible for disconnecting their existing septic system according to Washington County rules and for any other modifications necessary to connect to the public sewer.

Project Area - Zone of Benefit

The project includes the extension of two lines as shown on Exhibit Map B. The first is an extension from a line in Tiedeman Street constructed by Reimbursement District No. 14. The line will be extended west to the terminus of Errol Street serving twenty-nine lots. An existing sanitary sewer line located in SW Pathfinder Way south of the proposed district serves the remaining twelve lots along the north side of Fonner Street.

Cost

The estimated cost for the sanitary sewer construction is \$295,160. Engineering and inspection fees amount to \$39,850 (13.5%) as defined in TMC 13.09.040(1). The estimated total project cost is \$335,010. This is the amount that should be reimbursed to the sanitary sewer fund as properties connect to the sewer and pay their fair share of the total amount. However, the actual amount that each property owner pays is subject to the City's incentive program for early connections.

In addition to sharing the cost of the public sewer line, each property owner, except for the owner providing the easement, will be required to pay an additional \$2,335 connection and inspection fee when connection to the public line is made. All owners will be responsible for all plumbing costs required for work done on private property.

Reimbursement Rate

All properties in this area are zoned R-4.5 but vary in size from about twelve thousand to about fifty-six thousand square feet as can be seen in Exhibit Map B. Therefore, it is recommended that the total cost of the project be divided proportional to the square footage of each property among the forty-one properties included in the reimbursement district as shown on the attached table. Resolution 01-46 limits this fee to \$6,000 to the extent that it does not exceed \$15,000 per owner for connections completed within three years of final approval of the City Engineer's Report.

It is recommended that only a portion of the area of the lot at 12555 SW 112th Avenue be applied in determining that owner's share of the public sewer line. This lot has a total area of about one hundred eight thousand square feet. However, because of a creek that crosses the lot, the sewer can not serve the portion of the lot on the opposite side of the creek as shown on the attached map. Development standards also prohibit development within fifty feet of the creek. Consequently, it is recommended that the fair share be based on the remaining 55,910 square feet that may be served as shown on the attached map.

Other reimbursement methods include dividing the cost equally among the owners or proportional to the length of frontage of each property. These methods are not recommended because there is no correlation between these methods and the cost of providing service to each lot or the benefit to each lot.

Each property owner's estimated fair share of the public sewer line is \$0.40 per square foot of the lot served. Each owner's fair share would be limited to \$6,000 to the extent that it does not exceed \$15,000, for connections completed within three years of City Council approval of the final City Engineer's Report following construction in accordance with Resolution 01-46 (attached). In addition to paying for the first \$6,000, owners will remain responsible for paying all actual costs that exceed \$15,000.

Annual Fee Adjustment

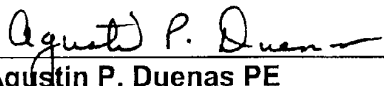
TMC 13.09.115 states that an annual percentage rate shall be applied to each property owner's fair share of the sewer line costs on the anniversary date of the reimbursement agreement. The Finance Director has set the annual interest rate at 6.05% as stated in City of Tigard Resolution No. 98-22.

Recommendation

It is recommended that a reimbursement district be formed with an annual fee increase as indicated above and that the reimbursement district continue for fifteen years as provided in the Tigard Municipal Code (TMC) 13.09.110(5). Fifteen years after the formation of the reimbursement district, properties

connecting to the sewer would no longer be required to pay the reimbursement
fec.

Submitted February 25, 2002

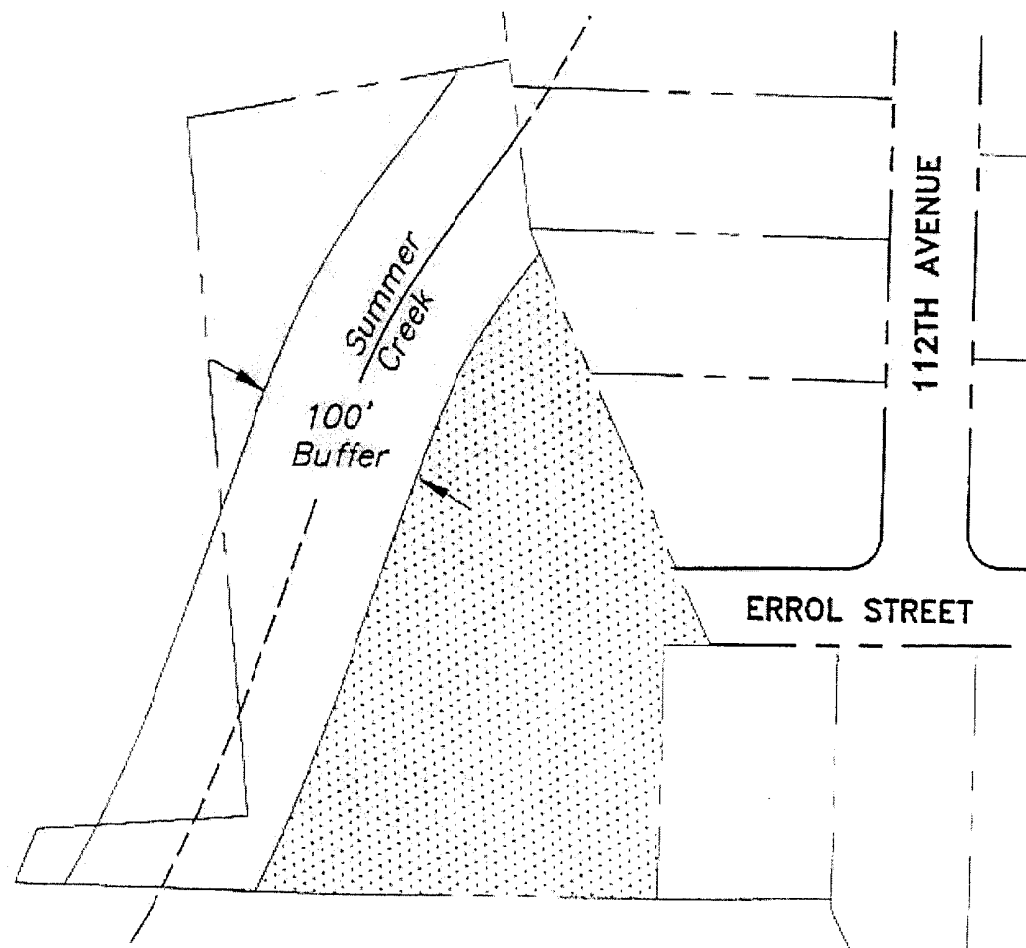


Agustin P. Duenas PE
City Engineer

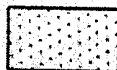
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AN





Developable Land
(55,910.42)



ENGINEERING DEPARTMENT
13125 S.W. HALL BLVD.
TIGARD, OREGON 97223
VOICE: (503) 838-4171
FAX: (503) 884-7297

BRANDON PROPERTY
11255 112TH AVE
DEVELOPABLE LAND

Reimbursement District #21

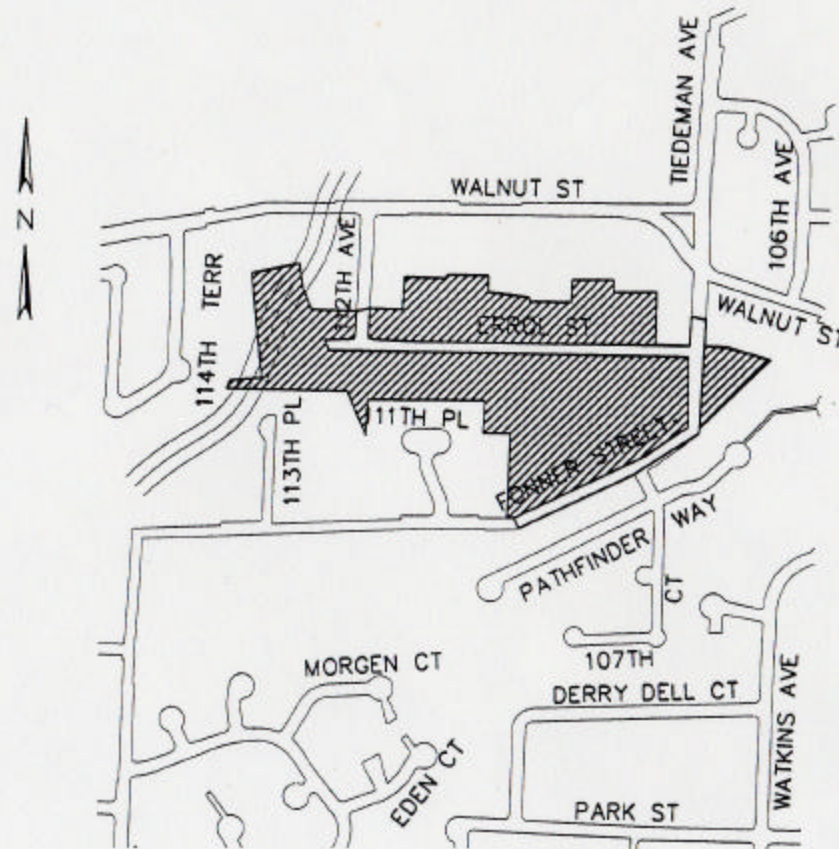
Estimated Cost to Property Owners

3/4/2002
4:57 PM

OWNER	TAX LOT	ADDRESS	AREA (AC)	AREA (S.F.)	ESTIMATED COST TO PROPERTY OWNER
1 BRANDON	2S103AC-00501	11255 112th Ave	2.48/ 1.2 usable	55,910.42	\$22,577
2 JOHNSON	2S103AC-03300	12525 112th Ave	0.36	15,764.81	\$6,366
3 ELSNER	2S103AC-03100	12520 Errol St	0.35	15,186.14	\$6,132
4 BARRETT	2S103AC-02700	11105 Errol St	0.47	20,297.05	\$8,196
5 PIERCE	2S103AC-02800	11075 Errol St	0.47	20,297.73	\$8,196
6 ROGERS	2S103AA-00800	11045 Errol St	0.49	21,305.27	\$8,603
7 OLSON	2S103AA-00802	11015 Errol St	0.49	21,291.34	\$8,598
8 LEHMAN	2S103AA-01000	10965 Errol St	0.69	30,186.93	\$12,190
9 KURTZ	2S103AA-01200	10915 Errol St	0.30	13,191.98	\$5,327
10 PHAN	2S103AA-01300	10885 Errol St	0.30	13,189.91	\$5,326
11 BUBLITZ	2S103AA-01401	10855 Errol St (A&B)	0.46	20,126.42	\$8,127
12 SAVAGE	2S103AA-01400	10825 Errol St	0.46	20,122.32	\$8,126
13 ROSCH	2S103AA-01704	10775 Errol St	0.46	20,008.67	\$8,080
14 BRANNON	2S103AA-01703	10765 Errol St	0.34	14,600.82	\$5,896
15 BLANCHARD	2S102BC-02000	10690 Fonner St	0.39	16,917.55	\$6,831
16 SAKHITAB	2S102BC-02003	10700 Fonner St	0.36	15,678.36	\$6,331
17 BLAKELY	2S102BC-02100	10720 Fonner St	0.28	11,997.87	\$4,845
18 HALL	2S103AC-00502	11220 Errol St	0.35	15,101.71	\$6,098
19 LLOYD	2S103AD-00502	12570 112th Ave	0.45	19,450.51	\$7,854
20 MEEKER	2S103AD-00507	11180 Errol St	0.48	20,759.27	\$8,383
21 FRANTZ	2S103AD-00506	11110 Errol St	0.48	20,787.37	\$8,394
22 BOSWELL	2S103AD-00503	11070 Errol St	0.48	20,815.46	\$8,406
23 GEORGE	2S103AD-00505	11020 Errol St	0.48	20,850.65	\$8,420
24 HUKU	2S103AD-00400	10980 Errol St	0.43	18,926.46	\$7,643
25 ENGLERT	2S103AD-00404	10960 Errol St	0.35	15,065.97	\$6,084
26 GOOSELAU	2S103AD-00407	10940 Errol St	0.33	14,293.84	\$5,772
27 WEINRAUCH	2S103AD-00409	10920 Errol St	0.60	26,183.24	\$10,573
28 SEVCIK	2S103AD-00401	10880 Errol St	0.41	17,990.44	\$7,265
29 CARTER	2S103AD-00200	10840 Errol St	0.42	18,470.03	\$7,458
30 LINDBLOM	2S103AD-00100	10780 Errol St	0.42	18,410.56	\$7,434
31 OLSEN	2S103AD-00104	10540 Errol St	0.34	14,992.22	\$6,054
32 DAILY	2S103AD-00107	10705 Fonner St	0.34	14,990.85	\$6,053
33 DOMINGUEZ	2S103AD-00105	10725 Fonner St	0.37	16,181.08	\$6,534
34 OPOKA	2S103AD-00103	10765 Fonner St	0.36	15,638.30	\$6,315
35 KORNOWSKI	2S103AD-00102	10805 Fonner St	0.36	15,729.52	\$6,352
36 HAMMONS-MILES	2S103AD-00106	10825 Fonner St	0.49	21,399.69	\$8,641
37 HAMMONS-MILES	2S103AD-00300	10825 Fonner St (vacant)	1.13	49,328.64	\$19,919
38 BRADFORD	2S103AD-00600	10855 Fonner St	0.35	15,233.93	\$6,152
39 KERNAN	2S103AD-00402	10905 Fonner St	0.38	16,669.00	\$6,731
40 ROUTON	2S103AD-00406	10915 Fonner St	0.37	16,239.25	\$6,558
41 BRISLIN	2S103AD-00403	10935 Fonner St	0.92	40,017.77	\$16,160

Totals 17.76 829,599.36 \$335,001.29

ERROL STREET & FONNER STREET
SANITARY SEWER IMPROVEMENTS
REIMBURSEMENT DISTRICT #21



VICINITY MAP
NOT TO SCALE

October 28, 2002

NOTICE

of

PUBLIC HEARING

**Tuesday, November 12, 2002
7:30 PM**

**Tigard Civic Center
Town Hall**

The following will be considered by the Tigard City Council on November 12, 2002 at 7:30 PM at the Tigard Civic Center - Town Hall, 13125 SW Hall Blvd., Tigard, Oregon. Both public oral and written testimony is invited. The public hearing on this matter will be conducted as required by Section 13.09.105 of the Tigard Municipal Code. Further information may be obtained from the Engineering Department at 13125 SW Hall Blvd., Tigard, Oregon 97223, or by calling 639-4171.

INFORMATIONAL PUBLIC HEARING:

FINALIZATION OF SANITARY SEWER REIMBURSEMENT DISTRICT NO. 21 (SW Errol and Fonner Streets). The Tigard City Council will conduct a public hearing to hear testimony on the finalization of Sanitary Sewer Reimbursement District No. 21 formed to install sewers in SW Errol and Fonner Streets.

Each property owner's recommended fair share of the public sewer line is **\$0.3306 per square foot**. Each owner's fair share would be limited to \$6,000 for connections completed within three years of City Council approval of the final City Engineer's Report following construction in accordance with Resolution 01-46. Please call Greg Berry of the Engineering Department 639-4171 ext. 2468 if you have questions.

TaxID	Owner	Address	City	State	ZipCode
2S103AD00104	OLSEN RODNEY L & ANITA E	10540 SW ERROL ST	TIGARD	OR	97223
2S102BC02000	BLANCHARD CARL V JR AND	10690 SW FONNER ST	TIGARD	OR	97223
2S102BC02003	SAKHITAB HOMA	10700 SW FONNER ST	TIGARD	OR	97223
2S103AD00107	DAILY THOMAS C III & CINDY E	10705 SW FONNER ST	TIGARD	OR	97223
2S102BC02100	BLAKELY JERRY C	10720 SW FONNER ST	TIGARD	OR	97223
2S103AD00105	DOMINGUEZ EUTIUQIO & EVELIA	10725 SW FONNER ST	TIGARD	OR	97223
2S103AA01703	BRANNON MICHAEL R & SUSAN E	10765 SW ERROL ST	TIGARD	OR	97223
2S103AD00103	OPOKA GARY A & JUDY D	10765 SW FONNER ST	TIGARD	OR	97223
2S103AA01704	ROSCH MERIDETH ANNE &	10775 SW ERROL	TIGARD	OR	97223
2S103AD00100	LINDBLOM RUSSELL J JR	10780 SW ERROL ST	TIGARD	OR	97223
2S103AD00102	KORNOWSKI TED W & KATHY J	10805 SW FONNER ST	TIGARD	OR	97223
2S103AA01400	SAVAGE FRANKLIN WILLIAM	10825 SW ERROL ST	TIGARD	OR	97223
2S103AD00300	HAMMONS ALICE M NOW MILES	10825 SW FONNER ST	TIGARD	OR	97223
2S103AD00106	MILES ALICE M HAMMONS	10825 SW FONNER ST	TIGARD	OR	97223
2S103AD00200	CARTER JULIAN K	10840 SW ERROL ST	TIGARD	OR	97223
2S103AD00600	BRADFORD ERIC S G & DANICA M	10855 SW FONNER ST	TIGARD	OR	97223
2S103AD00401	SEVCIK FRANK E JOAN L	10880 SW ERROL ST	TIGARD	OR	97223
2S103AD00402	KERNAN WAYNE L	10905 SW FONNER ST	TIGARD	OR	97223
2S103AD00406	ROUTON CLYDE A	10915 SW FONNER ST	TIGARD	OR	97223
2S103AD00409	WEINRAUCH WILHELM A AND	10920 SW ERROL ST	TIGARD	OR	97223
2S103AD00403	BRISLIN JOSEPH A AND	10935 SW FONNER ST	TIGARD	OR	97223
2S103AA01000	LEHMAN DONALD A & KATHLEEN M	10965 SW ERROL ST	TIGARD	OR	97223
2S103AD00400	HUKE STEVEN C &	10980 SW ERROL ST	TIGARD	OR	97223
2S103AA00802	OLSON RANDY S & NANCY	11015 SW ERROL ST	TIGARD	OR	97223
2S103AD00505	GEORGE F WAYNE &	11020 SW ERROL ST	TIGARD	OR	97223
2S103AA00800	ROGERS THOMAS J & KRISTIN R	11045 SW ERROL ST	TIGARD	OR	97223
2S103AD00503	BOSWELL WILLIAM R &	11070 SW ERROL ST	TIGARD	OR	97223
2S103AC02800	PIERCE DARREN F & AMY J	11075 SW ERROL ST	TIGARD	OR	97223
2S103AC02700	BARRETT SUSAN & BRUCE	11105 SW ERROL ST	TIGARD	OR	97223
2S103AD00506	FRANTZ DOUGLAS R & JANICE J	11110 SW ERROL ST	TIGARD	OR	97223
2S103AA01300	PHAN LANH THANH	11174 SW SUMMERLAKE DR	TIGARD	OR	97223
2S103AD00507	MEEKER LIVING TRUST	11180 SW ERROL ST	TIGARD	OR	97223
2S103AC00502	HALL STEVEN G & KAREN S	11220 SW ERROL ST	TIGARD	OR	97223
2S103AA01200	KURTZ CONNIE	11630 SW MANZANITA ST	TIGARD	OR	97223
2S103AC03100	ELSNER IVAN EDITH	12520 SW 112 TH AVE	TIGARD	OR	97223
2S103AC03300	JOHNSON MICHAEL B & VALERIE L	12525 SW 112 TH AVE	TIGARD	OR	97223
2S103AC00501	BRANDON TIMOTHY &	12555 SW 112 TH AVE	TIGARD	OR	97223
2S103AD00404	ENGLERT TERRY	12640 SW 111 TH AVE	TIGARD	OR	97223
2S103AD00502	LLOYD RANDAHL B & ROLISE P	19700 SE 21 ST	SAMMAMI SH	WA	98075
2S103AD00407	GOOSELAW CORNELIA	55273 VELVET CT	BEND	OR	97707
2S103AA01401	BUBLITZ RUDOLF F	PO BOX 230506	TIGARD	OR	97281

CITY OF TIGARD, OREGON

RESOLUTION NO. 01-46

A RESOLUTION REPEALING RESOLUTION NO. 98-51 AND ESTABLISHING A REVISED AND ENHANCED NEIGHBORHOOD SEWER REIMBURSEMENT DISTRICT INCENTIVE PROGRAM

WHEREAS, the City Council has initiated the Neighborhood Sewer Extension Program to extend public sewers through Reimbursement Districts in accordance with TMC Chapter 13.09; and

WHEREAS, on October 13, 1998, the City Council established The Neighborhood Sewer Reimbursement District Incentive Program through Resolution No. 98-51 to encourage owners to connect to public sewer. The program was offered for a two-year period after which the program would be evaluated for continuation; and

WHEREAS, on September 26, 2000, the City Council extended The Neighborhood Sewer Reimbursement District Incentive Program an additional two years through Resolution No. 00-60; and

WHEREAS, City Council finds that residential areas that remain without sewer service should be provided with service within five years; and

WHEREAS, Council has directed that additional incentives should be made available to encourage owners to promptly connect to sewers once service is available and that owners who have paid for service provided by previously established districts of the Neighborhood Sewer Extension Program should receive the benefits of the additional incentives.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Resolution No. 98-51 establishing the Neighborhood Sewer Reimbursement District Incentive Program is hereby repealed.

SECTION 2: A revised incentive program is hereby established for the Neighborhood Sewer Extension Program. This incentive program shall apply to sewer connections provided through the sewer reimbursement districts shown on the attached Table 1 or established thereafter. All connections qualifying under this program must be completed within **three years** after Council approval of the final City Engineer's Report following a public hearing conducted in accordance with TMC Section 13.09.105 or by **two years** from the date this resolution is passed, which ever is later, as shown on the attached Table 1.

SECTION 3: To the extent that the reimbursement fee determined in accordance with Section 13.09.040 does not exceed \$15,000, the amount to be reimbursed by an owner of a lot zoned single family residential shall not exceed \$6,000 per connection, provided that the lot owner complies with the provisions of Section 2. Any amount over \$15,000 shall be reimbursed by the owner. This applies only to the reimbursement fee for the sewer installation and not to the connection fee, which is still payable upon application for

sewer connection.

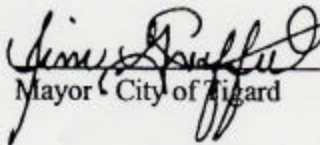
SECTION 4: The City Engineer's Report required by TMC Chapter 13.09 shall apply the provisions of this incentive program. Residential lot owners who do not connect to sewer in accordance with Section 2 shall pay the full reimbursement amount as determined by the final City Engineer's Report.

SECTION 5: Any person who has paid a reimbursement fee in excess of the fee required herein is entitled to reimbursement from the City. The amounts to be reimbursed and the persons to be paid shall be determined by the Finance Director and approved by the City Manager. There shall be a full explanation of any circumstances that require payment to any person who is not an original payer. The Finance Director shall make payment to all persons entitled to the refund no later than August 31, 2001.

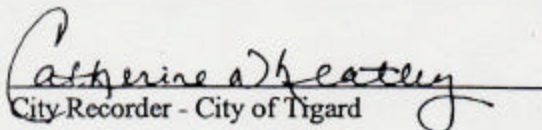
SECTION 6: The Sanitary Sewer Fund, which is the funding source for the Neighborhood Sewer Reimbursement District Program, shall provide the funding for the installation costs over \$6,000 up to a maximum of \$15,000 per connection.

EFFECTIVE DATE: July 10, 2001

PASSED: This 10th day of July 2001.


Mayor - City of Tigard

ATTEST:


City Recorder - City of Tigard

I:\Citywide\Res\Resolution Revising the Neighborhood Sewer Incentive Program

TABLE 1 Reimbursement Districts with Refunds Available			
DISTRICT	FEE PER LOT	REIMBURSEMENT AVAILABLE	INCENTIVE PERIOD ENDS
TIGARD ST.No.8	5,193	No reimbursement available	
FAIRHAVEN ST/WYNo.9	4,506	No reimbursement available	
HILLVIEW ST No.11	8,000		July 11, 2003
106 TH & JOHNSON No.12	5,598	No reimbursement available	
100 TH & INEZ No.13	8,000		July 11,2003
WALNUT & TIEDEMAN No.14	8,000		July 11,2003
BEVELAND&HERMOSA No.15	5,036	No reimbursement available	
DELMONTE No.16	8,000		July 11,2003
O'MARA No.17	8,000		July 11,2003
WALNUT & 121 ST No.18	-	Amount to be reimbursed will be	Three years from service availability
ROSE VISTA No.20	-	determined once final costs are determined.	

* Currently being constructed

AGENDA ITEM # _____
FOR AGENDA OF November 12, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Finalize Formation of Sanitary Sewer Reimbursement District No. 22 Established to Install Sewers in SW Howard Drive

PREPARED BY: G. Berry DEPT HEAD OK A.P. Duenas CITY MGR OK W.A.Monahan

ISSUE BEFORE THE COUNCIL

Finalize the formation of Sanitary Sewer Reimbursement District No. 22, established to install sanitary sewers in SW Howard Drive.

STAFF RECOMMENDATION

Approve the attached proposed resolution, approving the formation of Reimbursement District No. 22 as modified by the final City Engineer's Report.

INFORMATION SUMMARY

Council approved the formation of the Reimbursement District by Resolution 02-18 on March 12, 2002. Since then, construction of the improvements has been completed and final costs have been determined. The attached City Engineer's Report has been revised accordingly.

OTHER ALTERNATIVES CONSIDERED

None.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Not applicable.

ATTACHMENT LIST

- Proposed Resolution
 - Exhibit A- Revised City Engineer's Report
- Resolution No. 02-18
 - Exhibit A- City Engineer's Report
 - Exhibit B- Map
- Vicinity Map
- Notice to Owners
 - Mailing List
- Resolution 01-46

FISCAL NOTES

Funding is by unrestricted sanitary sewer funds

CITY OF TIGARD, OREGON

RESOLUTION NO. 02-_____

A RESOLUTION FINALIZING SANITARY SEWER REIMBURSEMENT DISTRICT NO. 22
(HOWARD DRIVE)

WHEREAS, on March 12, 2002, the City Council approved Resolution No. 02-18 to form Sanitary Sewer District No. 22 to construct sewers in SW Howard Drive in accordance with TMC Chapter 13.09; and

WHEREAS, Resolution No. 02-18 included the City Engineer's Report that included an estimated construction and total project cost; and

WHEREAS, construction of the sewer improvements has completed, final costs have been determined and the City Engineer's Report has been revised to include the final costs as required by TMC 13.09.105 (1); and

WHEREAS, these property owners have been notified of an informational hearing in accordance with TMC 13.09.060 and an informational hearing was conducted in accordance with TMC 13.09.105; and

WHEREAS, the City Council has determined that the proposed revisions to the City Engineer's Report as recommended by the City Engineer are appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

- SECTION 1 The revised City Engineer's Report titled "Sanitary Sewer Reimbursement District No. 22", attached hereto as Exhibit A, is hereby approved.
- SECTION 2 Resolution No. 02-18 is hereby amended to add the revised City Engineer's Report.
- SECTION 3 The City Recorder shall cause a copy of this resolution to be filed in the office of the County Recorder and shall mail a copy of this resolution to all affected property owners at their last known address.

EFFECTIVE DATE: This resolution shall be effective immediately.

PASSED: This _____ day of _____ 2002.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

Exhibit A
City Engineer's Report
Sanitary Sewer Reimbursement District No. 22 (Howard Drive)

Background

This project was constructed and funded under the City of Tigard Neighborhood Sewer Extension Program (NSEP). Under the program the City of Tigard installs public sewers to each lot within a project area. At the time the property owner connects to the sewer, the owner would pay a connection fee of \$2,335.00 and reimburse the City for a fair share of the cost of the public sewer. There is no requirement to connect to the sewer or pay any fee until connection is made. In addition, property owners are responsible for disconnecting their existing septic system according to Washington County rules and for any other modifications necessary to connect to the public sewer.

Project Area - Zone of Benefit

Existing sanitary sewer lines are located in SW Fonner Street and 121st Avenue as shown on Exhibit Map B. The line from Fonner Street was extended south through a proposed easement then continued along Howard Drive and James Court serving thirty-three lots. The three remaining lots on Howard Drive were served from a line extended from SW 121st Avenue. The three lots between 13470 and 13350 Howard Drive are currently served by a line from Terrace Trails Drive and are not included in the proposed district.

Cost

The final cost for the sanitary sewer construction is \$259,156. Purchase of the required easement cost \$3,520, \$2,800 for the land and \$720 appraisal and negotiation services. Engineering and inspection fees amount to \$34,986 (13.5% of construction cost) as defined in TMC 13.09.040(1). The final total project cost is \$297,662. This is the amount that should be reimbursed to the sanitary sewer fund as properties connect to the sewer and pay their fair share of the total amount. However, the actual amount that each property owner pays is subject to the City's incentive program for early connections.

In addition to sharing the cost of the public sewer line, each property owner will be required to pay an additional \$2,335 connection and inspection fee when connection to the public line is made. All owners will be responsible for all plumbing costs required for work done on private property.

Reimbursement Rate

All properties in this area are zoned R-4.5 and have similar lot sizes as can be seen in Exhibit Map B. Therefore, it is recommended that the total cost of the project be divided equally among the thirty-six properties included in the reimbursement district. Resolution 01-46 limits this fee to \$6,000 to the extent that it does not exceed \$15,000 per owner for connections completed within three years of final approval of the City Engineer's Report.

Other reimbursement methods include basing the proportional share upon the square footage of each property or by the length of frontage of each property. These methods are not recommended because there is no correlation between these methods and the cost of providing service to each lot or the benefit to each lot.

Each property owner's fair share of the public sewer line is \$8,268. Each owner's fair share would be limited to \$6,000 to the extent that it does not exceed \$15,000, for connections completed within three years of City Council approval of the final City Engineer's Report following construction in accordance with Resolution 01-46 (attached). In addition to paying for the first \$6,000, owners will remain responsible for paying all actual costs that exceed \$15,000.

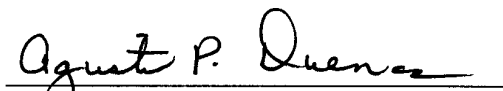
Annual Fee Adjustment

TMC 13.09.115 states that an annual percentage rate shall be applied to each property owner's fair share of the sewer line costs on the anniversary date of the reimbursement agreement. The Finance Director has set the annual interest rate at 6.05% as stated in City of Tigard Resolution No. 98-22.

Recommendation

It is recommended that a reimbursement district be formed with an annual fee increase as indicated above and that the reimbursement district continue for fifteen years as provided in the Tigard Municipal Code (TMC) 13.09.110(5). Fifteen years after the formation of the reimbursement district, properties connecting to the sewer would no longer be required to pay the reimbursement fee.

Submitted October 29, 2002

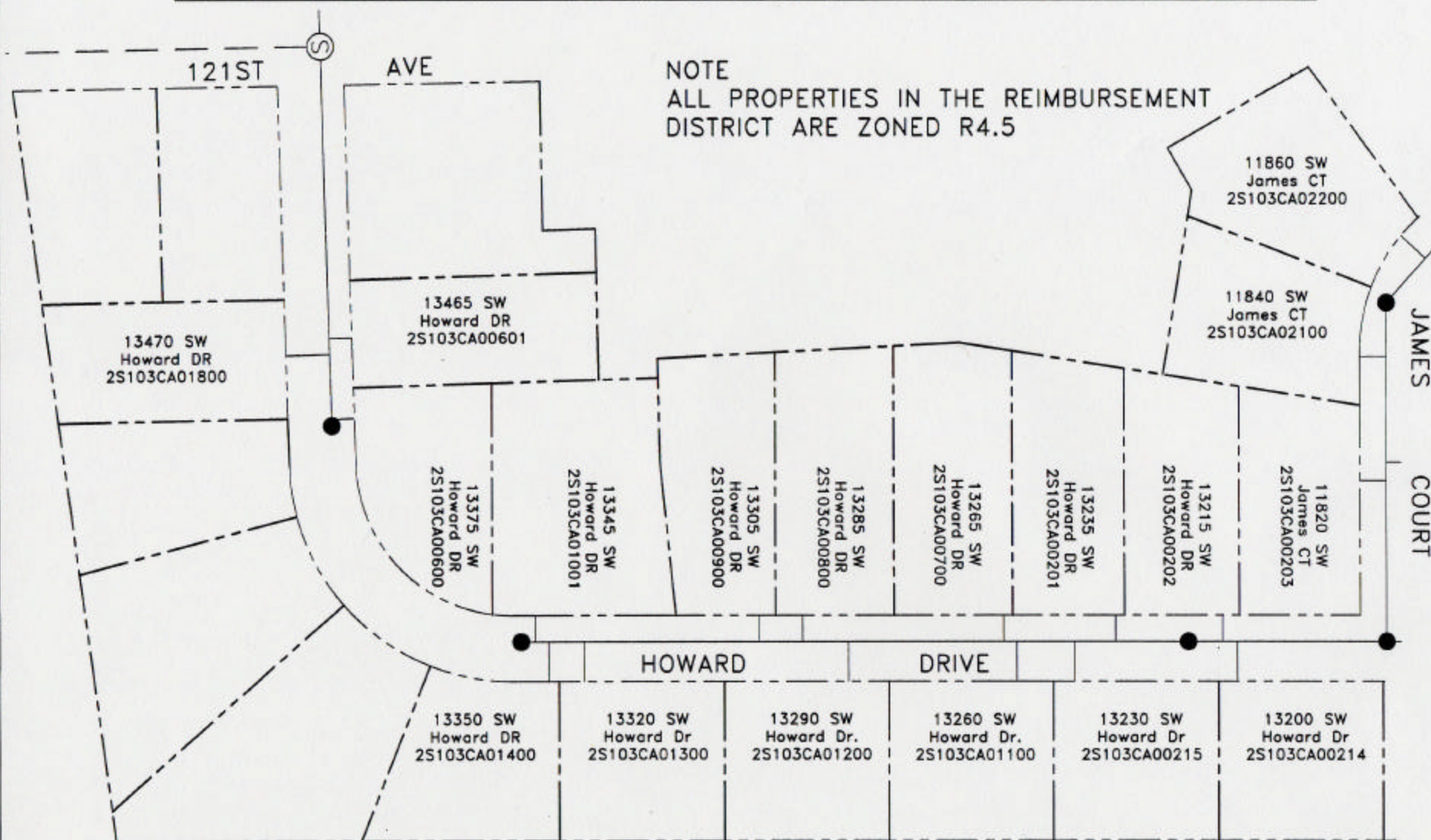



Agustin P. Duenas, PE
City Engineer

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A PORTION OF THE NE 1/4 OF THE SW 1/4 SECTION 03 T2S R1W W.M.
AND SE 1/4 OF THE NW 1/4 OF SECTION 03 T2S R1W W.M.

NOTE
ALL PROPERTIES IN THE REIMBURSEMENT
DISTRICT ARE ZONED R4.5

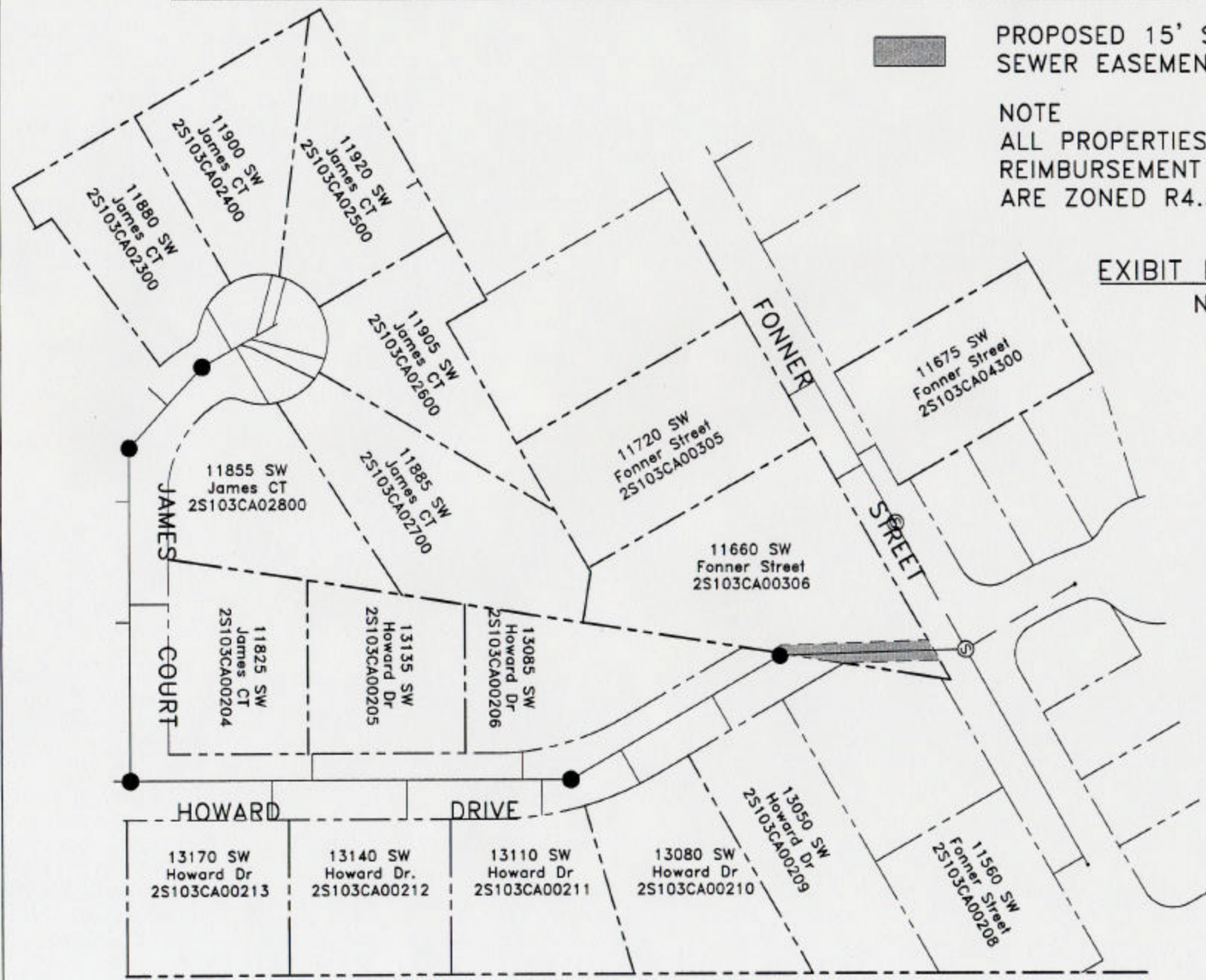




PROPOSED 15' SANITARY
SEWER EASEMENT

NOTE
ALL PROPERTIES IN THE
REIMBURSEMENT DISTRICT
ARE ZONED R4.5

EXHIBIT B (pg 2)
NTS



CITY OF TIGARD, OREGON

RESOLUTION NO. 02- 18

A RESOLUTION ESTABLISHING SANITARY SEWER REIMBURSEMENT DISTRICT
NO. 22 (HOWARD DRIVE)

WHEREAS, the City has initiated the Neighborhood Sewer Extension Program to extend public sewers and recover costs through Reimbursement Districts in accordance with TMC Chapter 13.09; and

WHEREAS, these property owners have been notified of a public hearing in accordance with TMC 13.09.060 and a public hearing was conducted in accordance with TMC 13.09.050; and

WHEREAS, the City Engineer has submitted a report describing the improvements, the area to be included in the Reimbursement District, the estimated costs, a method for spreading the cost among the parcels within the District, and a recommendation for an annual fee adjustment; and

WHEREAS, the City Council has determined that the formation of a Reimbursement District as recommended by the City Engineer is appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

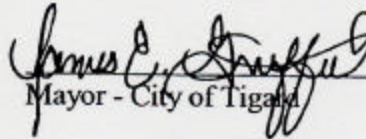
- SECTION 1: The City Engineer's report titled "Sanitary Sewer Reimbursement District No. 22", attached hereto as Exhibit A, is hereby approved.
- SECTION 2: A Reimbursement District is hereby established in accordance with TMC Chapter 13.09. The District shall be the area shown and described on Exhibit B. The District shall be known as "Sanitary Sewer Reimbursement District No. 22."
- SECTION 3: Payment of the reimbursement fee as shown in Exhibit A is a precondition of receiving City permits applicable to development of each parcel within the Reimbursement District as provided for in TMC 13.09.110.
- SECTION 4: An annual fee adjustment, at a rate recommended by the Finance Director, shall be applied to the Reimbursement Fee.

SECTION 5

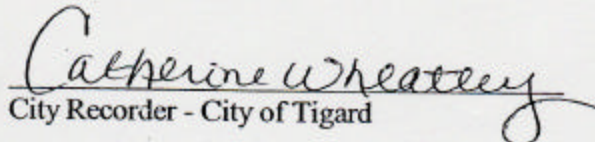
The City Recorder shall cause a copy of this resolution to be filed in the office of the County Recorder and shall mail a copy of this resolution to all affected property owners at their last known address, in accordance with TMC 13.09.090.

EFFECTIVE DATE: This resolution shall be effective immediately.

PASSED: This 12th day of March 2002.


Mayor - City of Tigard

ATTEST:


City Recorder - City of Tigard

I:\citywide\res\rein-22(howard) formation.doc

Resolution No. 02-18
Done

Exhibit A
City Engineer's Report
Sanitary Sewer Reimbursement District No. 22 (Howard Drive)

Background

This project will be constructed and funded under the City of Tigard Neighborhood Sewer Extension Program (NSEP). Under the program the City of Tigard would install public sewers to each lot within a project area. At the time the property owner connects to the sewer, the owner would pay a connection fee of \$2,335.00 and reimburse the City for a fair share of the cost of the public sewer. There is no requirement to connect to the sewer or pay any fee until connection is made. In addition, property owners are responsible for disconnecting their existing septic system according to Washington County rules and for any other modifications necessary to connect to the public sewer.

Project Area - Zone of Benefit

Existing sanitary sewer lines are located in SW Fonner Street and 121st Avenue as shown on Exhibit Map B. The line from Fonner Street would be extended south through a proposed easement then continue along Howard Drive and James Court serving thirty-three lots. The two remaining lots on Howard Drive would be served from a line extended from SW 121st Avenue. The three lots between 13470 and 13350 Howard Drive are currently served by a line from Terrace Trails Drive and are not included in the proposed district.

Cost

The estimated cost for the sanitary sewer construction is \$201,220. The proposed easement is expected to cost about \$5,000. Engineering and inspection fees amount to \$27,840 (13.5%) as defined in TMC 13.09.040(1). The estimated total project cost is \$234,060. This is the amount that should be reimbursed to the sanitary sewer fund as properties connect to the sewer and pay their fair share of the total amount. However, the actual amount that each property owner pays is subject to the City's incentive program for early connections.

In addition to sharing the cost of the public sewer line, each property owner, except for the owner providing the easement, will be required to pay an additional \$2,335 connection and inspection fee when connection to the public line is made. All owners will be responsible for all plumbing costs required for work done on private property.

Reimbursement Rate

All properties in this area are zoned R-4.5 and have similar lot sizes as can be seen in Exhibit Map B. Therefore, it is recommended that the total cost of the project be divided equally among the thirty-five properties included in the reimbursement district. Resolution 01-46 limits this fee to \$6,000 to the extent that it does not exceed \$15,000 per owner for connections completed within three years of final approval of the City Engineer's Report.

Other reimbursement methods include basing the proportional share upon the square footage of each property or by the length of frontage of each property. These methods are not recommended because there is no correlation between these methods and the cost of providing service to each lot or the benefit to each lot.

Each property owner's estimated fair share of the public sewer line is \$6,590. Each owner's fair share would be limited to \$6,000 to the extent that it does not exceed \$15,000, for connections completed within three years of City Council approval of the final City Engineer's Report following construction in accordance with Resolution 01-46 (attached). In addition to paying for the first \$6,000, owners will remain responsible for paying all actual costs that exceed \$15,000.

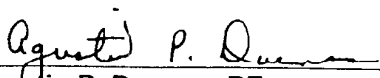
Annual Fee Adjustment

TMC 13.09.115 states that an annual percentage rate shall be applied to each property owner's fair share of the sewer line costs on the anniversary date of the reimbursement agreement. The Finance Director has set the annual interest rate at 6.05% as stated in City of Tigard Resolution No. 98-22.

Recommendation

It is recommended that a reimbursement district be formed with an annual fee increase as indicated above and that the reimbursement district continue for fifteen years as provided in the Tigard Municipal Code (TMC) 13.09.110(5). Fifteen years after the formation of the reimbursement district, properties connecting to the sewer would no longer be required to pay the reimbursement fee.

Submitted _____, 2002

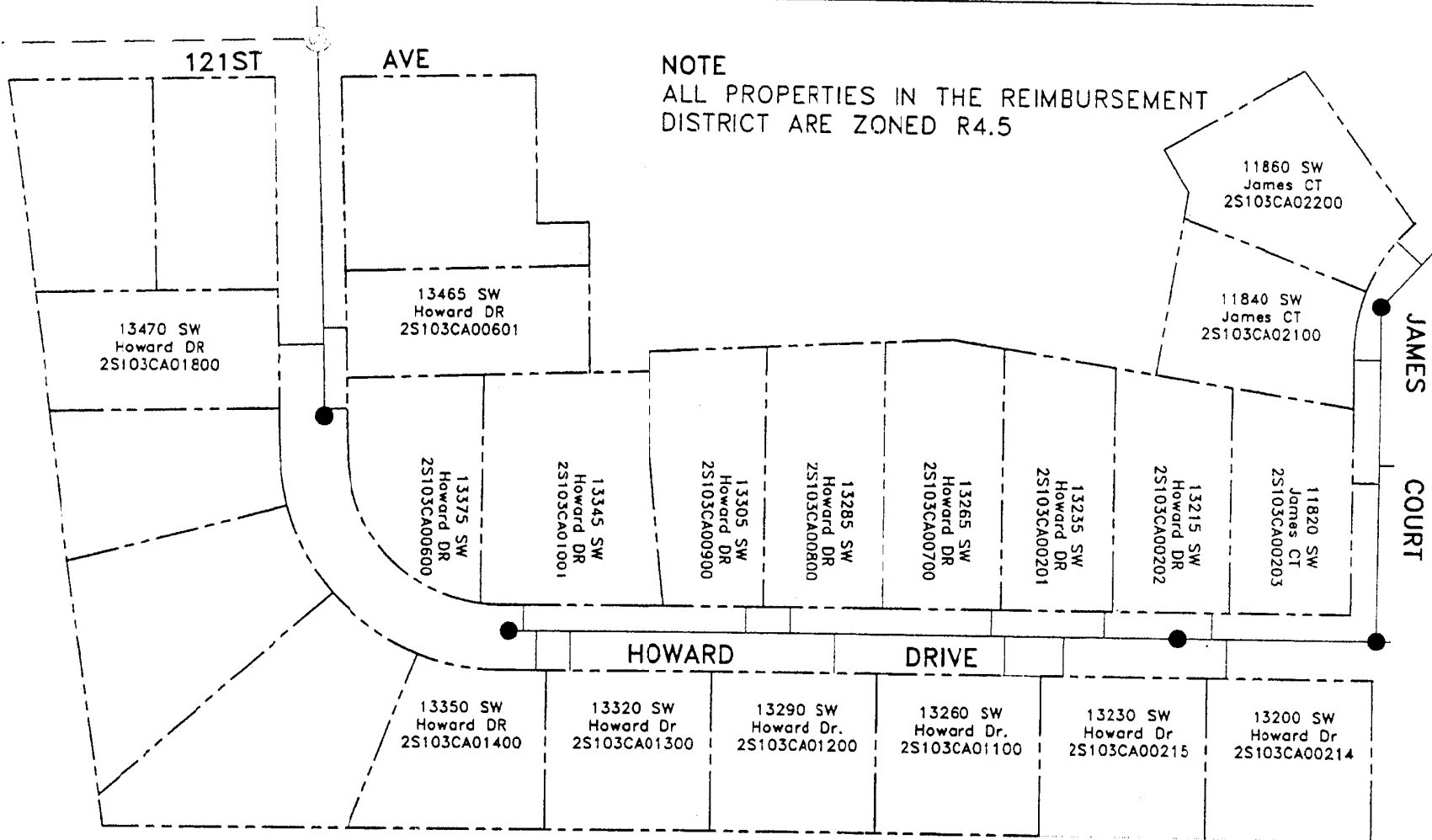


Agustin P. Duenas, PE
City Engineer

citywide\res\reim-22(howard) format\enr a.doc

A PORTION OF THE NE 1/4 OF THE SW 1/4 SECTION 03 T2S R1W W.M.
AND SE 1/4 OF THE NW 1/4 OF SECTION 03 T2S R1W W.M.

NOTE
ALL PROPERTIES IN THE REIMBURSEMENT
DISTRICT ARE ZONED R4.5



PROPOSED MANHOLE



PROPOSED SANITARY SEWER

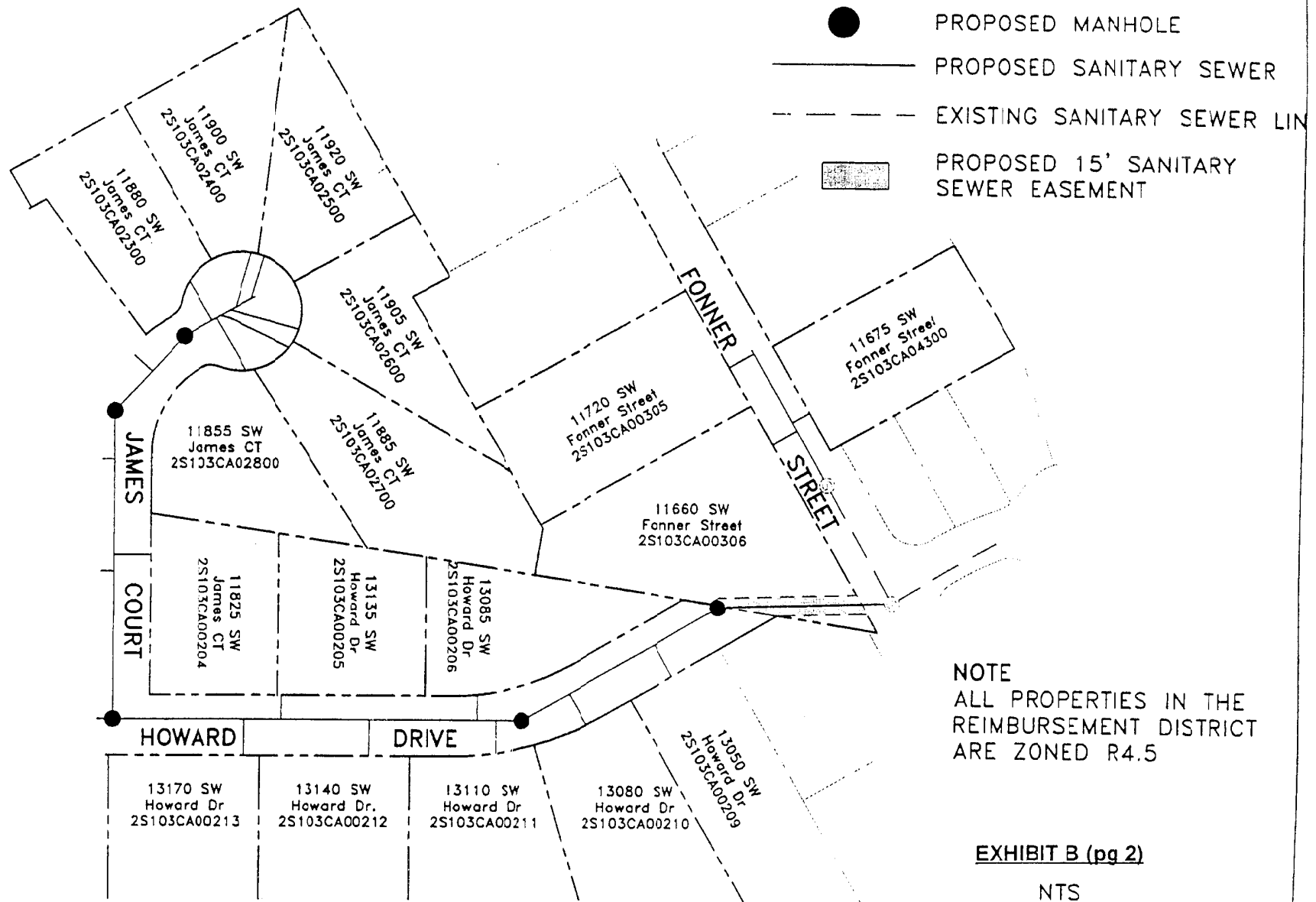


EXISTING SANITARY SEWER LINE

EXHIBIT B (pg 1)

NTS

A PORTION OF THE NE 1/4 OF THE SW 1/4 SECTION 03 T2S R1W W.M.
AND SE 1/4 OF THE NW 1/4 OF SECTION 03 T2S R1W W.M.



HOWARD DRIVE
SANITARY SEWER IMPROVEMENTS
REIMBURSEMENT DISTRICT #22



VICINITY MAP

NTS



PROPERTIES INCLUDED IN
REIMBURSEMENT DISTRICT

October 28, 2002

NOTICE

of

PUBLIC HEARING

Tuesday, November 12, 2002
7:30 PM

Tigard Civic Center
Town Hall

The following will be considered by the Tigard City Council on November 12, 2002 at 7:30 PM at the Tigard Civic Center - Town Hall, 13125 SW Hall Blvd., Tigard, Oregon. Both public oral and written testimony is invited. The public hearing on this matter will be conducted as required by Section 13.09.105 of the Tigard Municipal Code. Further information may be obtained from the Engineering Department at 13125 SW Hall Blvd., Tigard, Oregon 97223, or by calling 718-2468.

INFORMATIONAL PUBLIC HEARING:

FINALIZATION OF SANITARY SEWER REIMBURSEMENT DISTRICT NO. 22 (SW Howard Drive). The Tigard City Council will conduct a public hearing to hear testimony on the finalization of Sanitary Sewer Reimbursement District No. 22 formed to install sewers in SW Howard Drive.

Each property owner's recommended fair share of the public sewer line is \$8,268. Each owner's fair share would be limited to \$6,000 for connections completed within three years of City Council approval of the final City Engineer's Report following construction in accordance with Resolution 01- 46. Please call Greg Berry of the Engineering Department 718-2468 if you have questions.

TaxID	Owner	Address	City	State	ZipCode
2S103CA00306	NORSWORTHY HOLLY	11660 SW FONNER ST	TIGARD	OR	97223
2S103BD04300	BALDWIN JAMES RONALD JR	11675 SW FONNER ST	TIGARD	OR	97223
2S103CA00305	KIRK P CAUDILL	11720 SW FONNER ST	TIGARD	OR	97223
2S103CA00203	MODE DEBRA KAY	11820 SW JAMES CT	TIGARD	OR	97223
2S103CA00204	SWAYNE DOUGLAS H &	11825 SW JAMES CT	TIGARD	OR	97223
2S103CA02100	GEIL WILLIAM M	11840 SW JAMES CT	TIGARD	OR	97223
2S103CA02800	AVOLIO MARGARET E	11855 SW JAMES CT	TIGARD	OR	97223
2S103CA02200	MCMULLIN EDWIN R & PHYLLIS M	11860 SW JAMES CT	TIGARD	OR	97223
2S103CA02300	SVERID RICHARD	11880 SW JAMES CT	TIGARD	OR	97223
2S103CA02700	LEWIS EUGENE R TRUST &	11885 SW JAMES CT	TIGARD	OR	97223
2S103CA02400	SCHUN KARL E ELLEN	11900 SW JAMES ST	TIGARD	OR	97223
2S103CA02600	STINSON JAMES C AND CHRIS	11905 SW JAMES CT	TIGARD	OR	97224
2S103CA02500	FOGO JAMES E AND	11920 SW JAMES CT	TIGARD	OR	97223
2S103CA00209	HOLMES JOAN M	13050 SW HOWARD DR	TIGARD	OR	97223
2S103CA00210	HOLMES JOAN M	13080 SW HOWARD DR	TIGARD	OR	97223
2S103CA00206	FOSTER EUGENE P & VANESSA K	13085 SW HOWARD DR	TIGARD	OR	97223
2S103CA00211	BRIGGS STEPHEN W & ELLA F	13110 SW HOWARD DR	TIGARD	OR	97224
2S103CA00205	ARELLANO SALVADOR A & MARIA E	13135 SW HOWARD DR	TIGARD	OR	97223
2S103CA00212	CALLAWAY CAROL W	13140 SW HOWARD DR	TIGARD	OR	97223
2S103CA00213	WILLIS RICK W & KELLY A	13170 SW HOWARD DR	TIGARD	OR	97223
2S103CA00214	NIEMEYER ROBERT H III &	13200 SW HOWARD DR	TIGARD	OR	97223
2S103CA00202	HUNTER GEORGE JR & VICKIE LYNN	13215 SW HOWARD DR	TIGARD	OR	97223
2S103CA00215	HOYT MILDRED L	13230 SW HOWARD DR	TIGARD	OR	97223
2S103CA00201	MCGOFFIN JAMES L & G M	13235 SW HOWARD DR	TIGARD	OR	97223
2S103CA01100	JORDAN MICHAEL P & JENNIFER A	13260 SW HOWARD DR	TIGARD	OR	97223
2S103CA00700	ROSE DAVID R & CHRISTIE A	13265 SW HOWARD ST	TIGARD	OR	97223
2S103CA00800	SPANGLER JAMES P & KAREN L	13285 SW HOWARD DR	TIGARD	OR	97223
2S103CA01200	TEDDER JAMES O	13290 SW HOWARD DR	TIGARD	OR	97223
2S103CA00900	OTTERSON JACK W/ESTHER M	13305 SW HOWARD DR	TIGARD	OR	97223
2S103CA01300	PURKEY MICHAEL R &	13320 SW HOWARD DR	TIGARD	OR	97223
2S103CA01001	CALLAWAY KEVIN JOHN & LORI F	13345 SW HOWARD DR	TIGARD	OR	97223
2S103CA01400	NGUYEN BICH LIEN THI	13350 SW HOWARD DR	TIGARD	OR	97223
2S103CA00600	MAY WILLIAM A	13375 SW HOWARD DR	TIGARD	OR	97223
2S103CA00601	WEEKS JACK A ELIZABETH E	13465 SW HOWARD DR	TIGARD	OR	97223
2S103CA01800	TUCKER ANTHONY K AND	13470 SW HOWARD DR	TIGARD	OR	97223

CITY OF TIGARD, OREGON

RESOLUTION NO. 01-46

A RESOLUTION REPEALING RESOLUTION NO. 98-51 AND ESTABLISHING A REVISED AND ENHANCED NEIGHBORHOOD SEWER REIMBURSEMENT DISTRICT INCENTIVE PROGRAM

WHEREAS, the City Council has initiated the Neighborhood Sewer Extension Program to extend public sewers through Reimbursement Districts in accordance with TMC Chapter 13.09; and

WHEREAS, on October 13, 1998, the City Council established The Neighborhood Sewer Reimbursement District Incentive Program through Resolution No. 98-51 to encourage owners to connect to public sewer. The program was offered for a two-year period after which the program would be evaluated for continuation; and

WHEREAS, on September 26, 2000, the City Council extended The Neighborhood Sewer Reimbursement District Incentive Program an additional two years through Resolution No. 00-60; and

WHEREAS, City Council finds that residential areas that remain without sewer service should be provided with service within five years; and

WHEREAS, Council has directed that additional incentives should be made available to encourage owners to promptly connect to sewers once service is available and that owners who have paid for service provided by previously established districts of the Neighborhood Sewer Extension Program should receive the benefits of the additional incentives.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Resolution No. 98-51 establishing the Neighborhood Sewer Reimbursement District Incentive Program is hereby repealed.

SECTION 2: A revised incentive program is hereby established for the Neighborhood Sewer Extension Program. This incentive program shall apply to sewer connections provided through the sewer reimbursement districts shown on the attached Table 1 or established thereafter. All connections qualifying under this program must be completed within **three years** after Council approval of the final City Engineer's Report following a public hearing conducted in accordance with TMC Section 13.09.105 or by **two years** from the date this resolution is passed, which ever is later, as shown on the attached Table 1.

SECTION 3: To the extent that the reimbursement fee determined in accordance with Section 13.09.040 does not exceed \$15,000, the amount to be reimbursed by an owner of a lot zoned single family residential shall not exceed \$6,000 per connection, provided that the lot owner complies with the provisions of Section 2. Any amount over \$15,000 shall be reimbursed by the owner. This applies only to the reimbursement fee for the sewer installation and not to the connection fee, which is still payable upon application for

sewer connection.

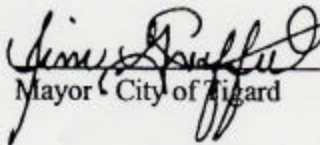
SECTION 4: The City Engineer's Report required by TMC Chapter 13.09 shall apply the provisions of this incentive program. Residential lot owners who do not connect to sewer in accordance with Section 2 shall pay the full reimbursement amount as determined by the final City Engineer's Report.

SECTION 5: Any person who has paid a reimbursement fee in excess of the fee required herein is entitled to reimbursement from the City. The amounts to be reimbursed and the persons to be paid shall be determined by the Finance Director and approved by the City Manager. There shall be a full explanation of any circumstances that require payment to any person who is not an original payer. The Finance Director shall make payment to all persons entitled to the refund no later than August 31, 2001.

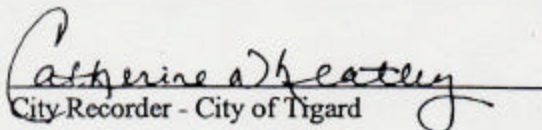
SECTION 6: The Sanitary Sewer Fund, which is the funding source for the Neighborhood Sewer Reimbursement District Program, shall provide the funding for the installation costs over \$6,000 up to a maximum of \$15,000 per connection.

EFFECTIVE DATE: July 10, 2001

PASSED: This 10th day of July 2001.


Mayor • City of Tigard

ATTEST:


City Recorder - City of Tigard

I:\Citywide\Res\Resolution Revising the Neighborhood Sewer Incentive Program

TABLE 1 Reimbursement Districts with Refunds Available			
DISTRICT	FEE PER LOT	REIMBURSEMENT AVAILABLE	INCENTIVE PERIOD ENDS
TIGARD ST.No.8	5,193	No reimbursement available	
FAIRHAVEN ST/WYNo.9	4,506	No reimbursement available	
HILLVIEW ST No.11	8,000		July 11, 2003
106 TH & JOHNSON No.12	5,598	No reimbursement available	
100 TH & INEZ No.13	8,000		July 11,2003
WALNUT & TIEDEMAN No.14	8,000		July 11,2003
BEVELAND&HERMOSA No.15	5,036	No reimbursement available	
DELMONTE No.16	8,000		July 11,2003
O'MARA No.17	8,000		July 11,2003
WALNUT & 121 ST No.18	-	Amount to be reimbursed will be	Three years from service availability
ROSE VISTA No.20	-	determined once final costs are determined.	

* Currently being constructed